

JOB DESCRIPTION

TITLE: Executive Assistant to the Superintendent & Board of Education

QUALIFICATIONS:

1. 60 college credit hours; Bachelor's degree preferred
2. Preference of three years of successful office experience as an Administrative Assistant
3. Shall be capable of processing confidential information, and without exception, maintain the confidentiality of the information processed
4. High degree of proficiency in typing with speed and accuracy
5. Word processing and computer experience
6. Exceptional oral and written communication skills
7. Ability to meet the public and provide discrete guidance to inquiries
8. Self-directed organizational skills
9. Ability to organize an office in relation to receipt, categorization, and storage of information
10. Ability to relate to all people in a positive manner

REPORTS TO: Superintendent of Schools

JOB GOAL: To effectively handle all communications and record-keeping attached to the Office of the Superintendent and such tasks required by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Performs highly responsible, confidential and complex administrative assignments for the Superintendent and the members of the Board of Education.
2. Organizes, manages and prepares all incoming and outgoing communications for the Superintendent and Board of Education.
3. Coordinates communication between the Superintendent and the Board of Education, the District's administrative team, all school employees, the community and external professional associates.
4. Manages the calendar and appointments of the Superintendent and Board of Education.
5. Obtains, gathers, and organizes pertinent data as needed.
6. Completes reports and keeps records as directed by the Superintendent.
7. Proofreads all correspondence, reports, and minutes for spelling, punctuation, and content.
8. Orders and maintains supplies for the Office of the Superintendent and Board of Education as needed.
9. Provides for a system of filing which recognizes the annual requirements of the Superintendent's Office, the need to provide for historical keeping of records, and the need for an efficient manner by which to retrieve these documents.
10. Works with staff, administration, parents, community members, and the Board of Education members in a pleasant and courteous manner.
11. Serves as a liaison between parents and members of the public and the Superintendent and Board of Education for the purpose of assisting in resolving concerns or complaints.
12. Prepares all agenda material for Board of Education meetings as directed by the Superintendent.
13. Provides for the clerical needs of the Board of Education, which may include attending and recording minutes at regular and special Board of Education meetings and attending all committee meetings of the Board of Education and Superintendent.
14. Prepares bids for milk, transportation and lunch program.

15. Adds/deletes security codes for staff members.
16. Updates Staff Directory, Call Tree and Seniority Lists for Teachers and Para Educators.
17. Works with Calendar Committee to create, post and update School Calendar.
18. Types and pro-rate salaries, when necessary, for staff contracts.
19. Types/updates job descriptions.
20. Updates Policy Manual.
21. Coordinates travel for the Board of Education and Superintendent; and for staff as directed by the Superintendent.
22. Keeps track of Illinois Administrators Academy Requirements and Board workshops attended.
23. Prepares annual list of Ethics filers for Cook County and notifies affected staff.
24. Creates legal notices and arranges for publishing in the newspaper.
25. Serves as the workers' compensation administrator and the student accident insurance administrator for receiving, processing and managing reports and claims.
26. Reviews contracts for accuracy.
27. Responds to Freedom of Information Act (FOIA) requests when directed by the Superintendent.
28. Prepares building use forms and obtains Board approval.
29. Updates District and Board sections of the L156.org website.
30. Assists in the preparation, maintenance and filing of budgets, levies, claims and documents.
31. Maintains a meeting schedule of the Illinois Association of School Boards (IASB) and National Association of School Boards (NASB) for the Board of Education.
32. Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position
8:00 a.m. to 4:30 p.m.
Salary and work year to be established by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certified Personnel

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work environment: The noise level in the work environment is usually minimal.