

Assistant to the Executive Director
Job Description

Title or Position: Administrative Assistant – 12 month

Job Description:

Serves as the Assistant to the Executive Director and as Board Secretary to the Operational and Governing Boards and associated committees to facilitate the implementation of NDSEC's mission.

Core Competencies:

- Proficient in general office software applications and in use of office equipment
- Aptitude for learning new software
- Excellent public relations and telephone skills including ability to screen and redirect calls
- Strong writing skills
- Proficient note-taking ability/transcription
- Able to appropriately handle confidential matters
- Able to prepare routinely-needed materials in a timely fashion with little direction
- Experience with school districts and/or special education cooperatives desirable

Qualifications:

- High school diploma
- A minimum of 2 years related experience

Essential Job Functions:

- Communication:
 - Greet visitors & announce arrival
 - Answer/screen telephone calls and route appropriately or relay messages
 - Type and/or draft correspondence and other documents as requested
 - Send all-staff emails, other more targeted emails, and mailings as directed to promote communication
 - Act as recording secretary for Ad Council (and other internal committees as requested). Assist with meeting preparation as requested.
 - Maintain emergency calling software for staff and student databases and send messages through software when needed.
- Organization/Management:
 - Schedule meetings as requested
 - Maintain personnel and general office files
 - Assist with follow-through of Ad Council and other internal committee outcomes. Maintain Ad Council and other internal committee archives.
 - Maintain employee databases (e.g., staff directory, staff phone lists, evaluation, seniority, union membership, employee turnover)

- Do reporting of NDSEC and member district special education personnel in ISBE I-Star database.
- Monitor recurring tasks/activities and assist in completion as needed (e.g., employee manual, student handbook, annual report, needs assessment survey, other stakeholder surveys, staff evaluation, staff appreciation, staff newsletters)
- Sort and deliver mail & faxes; assist with distribution of packages; maintain postage meter supplies & funding; prepare and schedule packages for pick-up (FedEx); prepare certified mail
- Prepare documents for electronic signature as needed. Prepare templates in electronic signature software. Maintain electronic software users and permissions.
- Prepare policy manual revisions for review using recommendations from PRESS publication and/or attorney. Help shepherd policies and procedures through adoption process. Update Board Policy Manual once adopted.
- Board:
 - Collect agenda items for board and committee meetings. Monitor/Remind staff of routine items to be placed on agenda. Prepare monthly personnel report for board packet.
 - Prepare and post agenda and online packet for board and committee meetings. Notify Board and committees when packet available. Prepare any hard copies for meetings, as needed.
 - Comply with Open Meetings Act requirements for posting notice and conduct of meeting.
 - Record attendance and voting during board meetings. Make recording of meetings and take notes.
 - Draft meeting minutes and Board Briefs. Distribute Board Briefs after approval.
 - Perform follow-up activities after the meetings to complete board actions (e.g., correspondence, contracts, Policy Manual updates, legal notices, personnel-related actions, website updates).
 - Maintain archive of Board and committee meetings.
 - Maintain board member contact information
 - Maintain BoardBook users and permissions
- Professional Responsibilities:
 - Ensure confidentiality
 - Maintain appropriate attendance/punctuality
 - Other duties and responsibilities as assigned by the Executive Director

Reports to and Evaluated by:

- Executive Director

Contract: 260 days

Paid Work Hours: 7.5 hours/day

PHYSICAL DEMANDS DOCUMENTATION CHECK OFF LIST

Required:

Documentation in a job description to accurately reflect the essential duties of the job and physical demands.

Specify Significant PHYSICAL DEMANDS for the Job Requirements:

Clarify how much on-the-job time is spent on the physical activities required to perform the job effectively.

Use the chart below to develop your description of physical demands by checking the appropriate boxes.

1. How much daily/weekly on-the-job time is spent on the following physical activities?

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Does this job require that weight be lifted or force be exerted? If so, how much and how often?

	Amount of Time			
	None	Under 1/3	Up To 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Specify the essential job duties that require the physical demands indicated above.

i.e., Position requires standing 1/3 of the time.

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

personal care, transfer, physical assistance, lifting and positioning of students, physical intervention procedures, transporting, monitoring student safety, lifting and carrying school supplies, moving equipment, implementing emergency procedures, provision of academic instruction

Any special physical demands should be clearly communicated to any applicant applying for this position and all employees occupying this position.