



North Chicago Community Unit School District #187 Position Description

POSITION TITLE: Administrative Assistant

LOCATION: Alexander

REPORTS TO: Building Leadership Team

PRIMARY FUNCTION: The School Administrative Assistant provides critical administrative support to the school principal, staff, and faculty, ensuring the smooth day-to-day operation of the school. They wear many hats and contribute to a positive and efficient learning environment.

QUALIFICATIONS:

Certification: N/A

Education:

- A. Required – High School diploma supplemented by university-level courses in business administration, secretarial science, or related courses.
- B. Preferred – Associate's Degree

Experience:

- A. Required – Two years experience in responsible and varied administrative assistant work or any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities to be successful in the position.
- B. Required - Experience with Google Suite
- C. Preferred – Google Level I Certification.

Language Skills:

- A. Preferred – Bilingual Spanish: Able to communicate effectively and accurately in English and Spanish

PERFORMANCE RESPONSIBILITIES:

1. Accurately record and verify student's discipline records.
2. Organize, collate, and disperse mailing to parents.
3. Monitor and document student and parent visits/meetings to the Assistant Principal and Dean of Students' Offices. Have them sign in, relay their presence to the Dean/AP, make sure they properly sign out, etc.
4. Draft and type student attendance and behavior documents including but not limited to academic supports, attendance, and expulsion paperwork for processing.
5. Perform the usual office routines and practices associated with a busy, productive and efficiently operating office.
6. Type a variety of office related materials.

7. Compose memos and short letters.
8. Develop and maintain the necessary rapport to be able to work effectively with staff and students.
9. Organize and maintain all records and materials so that they may be easily and quickly located when required.
10. Assist in supervision of Departmental budgets.
11. Participate in related training when offered by the District.
12. Such other office tasks that the District/Building Administrator may find appropriate and acceptable for an administrative support person in that department: Other clerical duties, which include answering phones for Assistant Principals and Dean of students, including printing, typing and copying documents, file management.
13. Maintain attendance data and documentation accurately for Illinois State Board Of Education reporting.
14. Managing campus and District events on the calendar.
15. Assistance with Truancy officer and Data Analyst responsibilities in attendance and behavior documentation.
16. Other duties as assigned.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Performs usual office routines. Maintains such student records as shall be required. Type materials such as letters, student records, reports, memos, monthly statements, etc., from rough drafts or corrected copies. Verifies totals on report forms, requisitions, and proofreads work. Daily, works with the central office to ensure that substitute teachers are placed in open positions. Responsible for the purchase order processing for the school.

Receives and routes all incoming calls and mail. Maintains a daily teacher attendance log and the concomitant records for substitute teachers. Assists Dean in collating instructional materials as requested for Student Engagement Support. Maintains a log of visitors to the school. Also, maintain supplies.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Assist in other areas as needed.
2. Complete other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Technical: Considerable knowledge of business English, spelling, punctuation and math. Knowledge of the principles and methods of office management and of modern office procedures, systems and equipment. Knowledge of regulations, procedures, and services of the School. Ability to keep complex records, to assemble and organize complex data, and to prepare reports from such records. Ability to effectively utilize Microsoft Word, Excel, and PowerPoint in order to perform daily functions.

Interpersonal: Ability to work independently on responsible and confidential administrative assignments and secretarial tasks. Ability to deal with teachers, staff, students, and visitors tactfully and courteously. Ability to type accurately and rapidly and to compose effective and accurate correspondence on a computer using word processing program. Ability to follow directives and take initiative.

DISTRICT CORE COMPETENCIES:

1. Willingly anticipate, identify and adopt change;
2. Engage in all job-related interactions and activities, with contacts from within and outside the District, in a courteous and professional manner;
3. Communicate with styles that are approachable and respectful;
4. Participate in professional development and training to become more effective and efficient;
5. Take initiative to manage multiple tasks;
6. Effectively organize work to be as productive as possible.

TERMS OF EMPLOYMENT: 12-Month

SALARY RANGE: \$16.96-\$22.45/hr; Single Health and Dental insurance no more than \$20 per pay period or free; paid time off (13 sick, 2 personal, and 10 vacation days); Tuition reimbursement up to \$1250 per year.

EVALUATION: Conducted yearly

This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. Scheduling flexibility is required to accommodate changing school/district needs. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The North Chicago Community Unit School District #187 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, credit history unless a satisfactory credit history is an established bona fide occupational requirement of a particular position or other legally protected categories. The Superintendent of Schools/designee (847-689-8150) addresses questions regarding student discrimination, and the Director of Human Resources (847-689-8150) answers questions concerning staff discrimination.

REVISED 3/24/2026