

Niles Township District for Special Education

Job Description

Administrative Assistant to the Executive Director

Title: Administrative Assistant to the Executive Director

Position/Role Summary:

The Administrative Assistant to the Executive Director provides high-level administrative and organizational support to the Executive Director and the NTDSE Governing Board. This role is responsible for managing complex schedules, coordinating meetings and communications, and ensuring efficient office operations.

The Administrative Assistant serves as a key liaison between the Executive Director, Governing Board, staff, and community partners, supporting the coordination of district initiatives and maintaining confidentiality, accuracy, and professionalism in all aspects of the role.

Qualifications:

- High school diploma required; bachelor's degree preferred
- Minimum of 3–5 years of administrative or executive support experience, preferably in an educational or public-sector setting
- Experience supporting executive-level leadership strongly preferred
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, and office systems
- Familiarity with Illinois State Board of Education (ISBE) systems and processes preferred
- Experience with Board management software (e.g., BoardBook) or similar systems preferred
- Strong organizational and multitasking skills, with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communication skills
- Strong interpersonal skills and the ability to work effectively with diverse individuals and groups, including staff, students, families, and community members
- Demonstrated ability to handle sensitive and confidential information with discretion
- Strong attention to detail and accuracy
- Ability to work independently and adapt to shifting priorities

Evaluator: NTDSE Executive Director

Why NTDSE: NTDSE values collaborative teams, innovative programming, and ongoing professional learning to ensure students and staff thrive.

Responsibilities:

Executive Support and District Operations

The Administrative Assistant works closely with the Executive Director and supports the operations of the NTDSE Governing Board. This role collaborates with district administrators, staff, and community partners to ensure efficient coordination of district functions and

initiatives.

The Administrative Assistant receives direction from the Executive Director and supports district operations by organizing, communicating, and coordinating to ensure effective and responsive administrative services.

Office Operations and Administrative Support

- Manage the Executive Director's calendar, scheduling, and daily operations
- Coordinate meetings, appointments, and travel arrangements
- Prepare correspondence, reports, and communications on behalf of the Executive Director
- Organize and maintain records, files, and documentation systems
- Support office operations, including managing personnel files, office systems, and supplies.
- Provide professional customer service to staff, families, and community members

Governing Board Support

- Coordinate and prepare Governing Board meeting materials, including agendas, packets, and supporting documents, and ensure all materials requiring Board approval are properly finalized and executed following meetings
- Attend Governing Board meetings and record accurate minutes
- Maintain official records and documentation in accordance with district policy and state requirements, including tracking, securing, and archiving fully executed Governing Board documents
- Coordinate meeting logistics, including scheduling, communication, and public posting requirements
- Support communication between the Executive Director and Governing Board members

Communication and Coordination

- Serve as a liaison between the Executive Director, staff, families, and community partners
- Respond to inquiries and provide information or direct to appropriate personnel
- Coordinate and oversee district-wide communications and dissemination of information to ensure clarity, consistency, and timeliness
- Coordinates and supports a variety of district events and activities, including Opening Day, staff events, and Governing Board meetings
- Coordinates employee fingerprinting processes, including scheduling, tracking completion, and maintaining communication with district employees regarding requirements and status
- Assists with professional development activities by scheduling sessions, preparing materials, and supporting related logistics

Professional Responsibilities

- Maintain confidentiality of sensitive information
- Prioritize tasks, manage multiple projects, and meet deadlines
- Demonstrate professionalism, reliability, and strong organizational skills
- Work independently with minimal supervision
- Participate in professional learning and training as needed

- Perform other duties as assigned by the Executive Director

Communication Skills

- Communicates in an effective, professional, and responsive manner with staff, Governing Board members, families, and community partners
- Builds and maintains positive working relationships
- Serves as a professional representative of NTDSE

Physical Demands and Work Environment: This position requires the ability to perform the essential functions of the role, with reasonable accommodations available as needed. Regular activities include standing, walking, sitting, bending, writing, typing, speaking, and listening, with occasional reaching, twisting, or climbing, and the ability to maintain close, peripheral, and distant vision.

Work occurs in a variety of educational and office settings, including classrooms, therapy spaces, and administrative offices. The role may involve light lifting, use of standard office equipment and technology, frequent interaction with staff and students, and travel between NTDSE programs and participating districts. This description complies with the Americans with Disabilities Act (ADA) and may be reviewed as program needs evolve.

Terms of Employment:

12-month position, with a work schedule aligned to district operations. Additional hours may be required to support Governing Board meetings or district events.

Compensation and Benefits:

NTDSE offers a comprehensive benefits package, including participation in the Illinois Municipal Retirement Fund (IMRF) pension system, medical, dental, and vision insurance, flexible spending accounts (FSA), basic life and AD&D coverage, disability coverage, identity theft protection, and access to an Employee Assistance Program (EAP).

Application Procedure:

Apply online at www.ntdse.org. Click the “Employment Tab”

Application Deadline: May 20, 2026