Job Description

Assignment					
Title	Administrative Assistant to the Superintendent and Board of Education				
Location	District Office				
Classification	Non-Licensed Support Staff | Confidential Non-Union				
Retirement System	IMRF	**FLSA Status**	Non-Exempt	**Term**	260 Day Work Calendar
Supervisor	District Superintendent				
Summary	The Administrative Assistant to the Superintendent and Board of Education provides comprehensive administrative support to the Superintendent and serves as the recording secretary for the Board of Education. This position ensures the efficient operation of the Superintendent's office, handles confidential information with discretion, and facilitates effective communication and documentation for the Board of Education.				

Key Responsibilities

Administrative Support to the Superintendent:

- Manage the Superintendent's calendar, schedule meetings, and coordinate travel arrangements
- Prepare and edit correspondence, reports, presentations, and other documents as requested by the Superintendent
- Screen and direct incoming calls and visitors to the Superintendent's office, addressing inquiries and resolving issues when possible
- Maintain filing systems, both electronic and physical, ensuring records are accurate and up-to-date.
- Assist in the preparation of the Superintendent's reports and presentations for various stakeholders
- Prepares and submits State reports
- Manages SB7 reporting
- Maintains Certified and Classified Personnel Seniority Lists.
- Acts as the FOIA Officer and coordinates time sensitive responses to requests
- Prepare and update contracts for employment as directed by the Assistant Superintendent
- Participate in the District's Policy Committee
- Provides administrative support and assists with special projects as assigned to the CSBO and Superintendent - BOE agenda items, publications notices
- Creates and files school calendar

Board of Education Recording Secretary:

- Attend all Board of Education meetings
- Record and transcribe minutes of Board meetings, ensuring accuracy and completeness
- Prepare and distribute Board meeting agendas, minutes, and related documents in a timely manner
- Manage the archiving of Board meeting records and ensure compliance with legal requirements for document retention
- Supports with SEI filing

Communication and Coordination

- Serve as a liaison between the Superintendent, Board of Education, district staff, and the public, ensuring clear and timely communication
- Coordinate and distribute communications from the Superintendent and Board of Education, including memos, newsletters, and announcements
- Facilitate the flow of information between the Superintendent's office and other departments within the district.
- Maintains board member website
- Supports with inclusive communications plan for the district to tell the Skokie 73.5 story through relevant media channels
- Supports with district branding, visual identity, and public content including district and school logos
- Supports the delivery of Skokie 73.5 external print, electronic and mobile communications
- Supports with press releases and media pitches (including key talking points when appropriate)
- Manages relationships with local press
- Serve as a liaison in collaboration with the Superintendent to local and national media to promote positive community relationships and information regarding District 73.5 activities and programs in conjunction with the Superintendent
- Supports administration with handbook edits

Event Planning and Coordination

- Organize and coordinate events, meetings, and functions hosted by the Superintendent or the Board of Education
- Arrange logistics for Board of Education meetings, including venue setup, technology needs, and catering services if required

Confidentiality and Professionalism:

- Handle sensitive information with the highest level of confidentiality and discretion
- Maintain professionalism in all interactions with internal and external stakeholders

Qualifications & Requirements

- A Bachelor's degree is preferred
- Ability to prioritize and effectively handle multiple tasks
- Strong attention to detail and accuracy of information
- Excellent time management, organizational, planning skills
- Strong written and verbal communication skills
- Proficient in Microsoft Office (i.e. Excel, Word)
- Experience using financial management software (preferably Infinite Visions) is preferred
- Mandatory District-wide Compliance Training, as assigned
- Ability to work in a team environment
- Ability to maintain a high level of confidentiality in regards to all interactions with all staff, vendors, and parents
- Knowledge of school district operations and board governance preferred
- Familiarity with IWAS and ISBE data reporting is a plus

Physical Requirements

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires 50% sitting and 50% standing. The job is performed under

minimal temperature variations and in a generally hazard-free environment.

Acknowledgment

This job description is intended to provide an overview of the position's requirements. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. District reserves the right to add, modify, or exclude any essential or non-essential requirements at any time with notice and collaboration. Nothing in this job description, nor by the completion of any job requirement by the employee, is intended to create a contract of employment of any type.