

Thornton Township High School District 205

Job Description: Executive Administrative Assistant

Title: Executive Administrative Assistant

Location: District Office

Reports to: Director of Curriculum and Director of Research, Assessment, & Quality Analysis

No. of Months: 12

SKILLS REQUIRED:

- Typing at 55 wpm (minimum)
- Shorthand at 80 wpm
- Office machines
- Telecommunications
- Dictation machine
- Filing
- Data entry and report reconciliation
- Word processing
- Spreadsheet
- Computer equipment
- Interpersonal skills
- Composing letters and memos
- Compiling data
- Proofreading

DEFINITION OF DUTIES AND RESPONSIBILITIES:

- Sort Mail
- Type correspondence
- Maintain files
- Answer phones and route calls
- Schedule appointments
- Order and maintain supplies
- Compose letters and memos independent of supervisor
- Request office machinery repairs
- Coordinate projects/tasks
- Prepare forms for reports
- Maintain records; prepare lists and reports as requested
- Prepare check requests, purchase orders, travel forms, etc.
- Prepare payroll information
- Notify staff of meetings
- Work with public to complete necessary forms and procedures
- Assist with data processing procedures or other computer programs
- Schedule individuals who report to the office area (substitutes, sales persons, college recruiters, parents seeking appointments, students, etc.)
- Other duties as assigned

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Tasks:

- Support the Director of Curriculum and Instruction and the Director of Research, Assessment, and Quality Analysis
- Supply data to Admins/Schools/All Areas as needed. Including but not limited to:
 - Enrollment
 - Demographic
 - Discipline
 - Attendance
 - Graduation Data
 - Mobility
 - Lunch Status Info
- Learn new technology as needed
- Maintain monthly ADA information to be given to Business Coordinator
- Testing
 - Support the ordering and processing of testing materials for the following
 - PSAT 8/9 (all partner schools)
 - PSAT/NMSQT
 - SAT
- SAT
 - Assist schools with data as needed
 - Check IWAS system for errors regarding SAT students
- Disaggregate PSAT 8/9 scores for schools.
 - Supply complete file of all score with placements
 - Merge letters for feeder schools
 - Create & Email reports for feeder schools
- Assist Registrars as needed
 - Help review transcripts
 - Technical support to registrars
- Supply athletic department secretaries with weekly grade reports for eligibility
- Assist with IWAS Reports. Including but not limited to:
 - End of Year Report
 - School Report Card Data
- Science Department Accounts
 - All Science supplies and materials ordering
 - Bill paying for orders
 - Reimbursements for Science Department
- Progress Reports
 - Set up and maintain process to email reports to parents.
- Grade Reports
 - Run Honor Roll for all schools
 - Store Quarter and Semester grades
- Maintain all Grading & Credit processes
- Assist with maintaining IWAS Data
 - Enrollment/Demographic Data
 - Transfers in/out
 - Discipline

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- Grade & Credit Info by Student
- Career & Tech Ed Data (formerly ISIS) (Assist Academic leaders with this task as needed.)
 - Maintain enrollment counts for vocational courses
 - Enter data into state system
 - Student Demographic Data
 - Student Grade & Credit Data
 - Student Schedule Data
 - Master Schedule Information
- Maintain “front end” of Powerschool Student Information System
 - Including the following...
 - Support staff as needed
 - Train staff as needed
 - Create reports as needed
 - Process end of year roll over
 - Perform “roll over” of all student information
 - Store necessary Back Up of information
 - Monitor inputting of data by school
 - Student demographic data
 - Parent data
- Maintain “front end” of PowerTeacher grade book system
 - Set up grade books for each school year
 - Maintain Username and password information throughout the year
 - Supply technical support for teachers as needed
- Assist with all programmatic scheduling as needed.
- Assist in other areas as needed.