Thornton Township High School District 205
Job Description: Executive Administrative Assistant
Federal Programs Office

Title: Executive Administrative Assistant – Office of Federal Programs

Location: District Office

Reports to: Coordinator of Federal Programs

No. of Months: 12

QUALIFICATIONS

To perform highly skilled and responsible administrative work in support of the Office of Federal and State Programs and to assist with office and routine duties and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

EDUCATION AND/OR EXPERIENCE:

- Minimum of three (3) years of closely related accounting experience preferred.
- Knowledge of Every Student Succeeds Act (ESSA) formerly known as No Child Left Behind (NCLB) Act of 2001.
- High school diploma or GED equivalent required.
- Candidate should have the following:
    - Exceptional math skills
    - Excellent written and verbal communication skills
    - Strong organizational skills and ability to manage multiple projects
    - Self-motivated and ability to work independently
    - Proficient in M.S. Office Applications, including Word, Excel, and PowerPoint
    - Typing at 55 wpm (minimum)

DEFINITION OF DUTIES AND RESPONSIBILITIES:

- Obtains, compiles, organizes and prepares information and data for various reports, meetings; ensures that information packages are complete and meet guidelines for submissions; prepares meeting agendas, record minutes; prepares physical setting for meeting.

- Assists with the management of daily office operations, communications, meetings, schedules and events.

- Orders and maintains supplies and equipment, executes purchase orders, ensures timely payment of all purchases in accordance with the Federal and State guidelines.

- Responds to requests and inquiries from faculty, staff and parents.

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- Manages incoming and outgoing mail; and assembles federal program materials for outgoing distribution.

- Receives and screens office visitors and telephone calls, identifies matters requiring priority handling and brings them to attention of supervisor; receives and refers concerns raised by students, parents, personnel or other constituents.

- Performs clerical duties with speed and accuracy using Microsoft Office, Infinite Visions, and the Illinois State Board of Education (ISBE) IWAS System, and other related software as needed. Performs highly skilled and responsible tasks in support of the Office of Federal and State Programs as directed.

- Performs related duties as assigned.

- Prepare Freedom of Information Act (FOIA) requests with appropriate staff as needed.

Position is funded through Federal Title I