



Willow Springs SD108
8345 Archer Ave
Willow Springs, IL 60480
Phone: (708) 839-6828
www.willowsspringsschool.org

Administrative Assistant

Job Description:

The Administrative Assistant supports the Principal, Assistant Superintendent, Nurse, and Office Manager in the daily operations of the school district. This position serves as a primary contact for students, parents, staff, and community members, providing excellent customer service while supporting office, attendance, and business functions. The Administrative Assistant also serves as the confidential secretary to the Board of Education, including attending Board meetings and preparing meeting minutes.

Qualifications:

- High school diploma required; associate degree or higher preferred.
- Previous administrative, office, or business experience preferred.
- Strong organizational, communication, and customer service skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Google Suites and other office software applications.
- Experience working in a school or educational environment preferred.
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- Bilingual (English/Spanish/Polish) preferred.
- Ability to work collaboratively with staff, students, parents, and community members.

Responsibilities:

- Provide administrative support to the Principal, Assistant Superintendent, Nurse, and Office Staff.
- Serve as a welcoming point of contact for parents, students, staff, and visitors, providing excellent customer service.
- Maintain accurate student and staff attendance records and generate related reports as needed.
- Assist with preparing, processing, and tracking purchase orders and related documentation.
- Support daily office operations, including answering phones, managing correspondence, scheduling appointments, and maintaining records.
- Assist with district communications and distribution of information to staff and families.
- Cross-train with the Office Manager to support business office functions and provide backup assistance when necessary.
- Maintain student and staff files in accordance with district policies and procedures.
- Assist with special projects, events, and administrative initiatives as assigned.
- Coordinate office supplies and support efficient workflow throughout the district office.
- Perform other duties as assigned to support the overall mission and operations of the school district.
- Serve as the confidential secretary to the Board of Education, including attending Board meetings, taking accurate notes, and preparing meeting minutes.

Reports to: District Administrators

How to Apply: Online applications accepted.

Compensation: Salary and benefits will be commensurate with education and relevant experience.