



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## **Assistant to the Superintendent and Business Services**

### **Primary Function**

To provide direct assistance to the Superintendent, assure the smooth and efficient operation of the Superintendent's Office and provide administrative support to the Business Office. Assist in the daily operation of the district which includes ongoing interaction, communication, and correspondence with district stakeholders, and the management of a wide variety of complex and confidential administrative and managerial tasks.

### **Organizational Relationships**

Reports to the Superintendent and the Business Services Manager

### **Qualifications**

- Graduation from high school; College degree or equivalent preferred
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- General understanding of spreadsheets, databases, word processing and other computer applications. Familiarity with Google Apps, Microsoft Office, and Adobe.
- Exceptional organizational and time management skills; exceptional attention to detail.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.
- Fluency in a second language, preferred

### **Performance Responsibilities - Superintendent's Office**

1. Management of correspondence, communication and information for and on behalf of the Superintendent.
2. Assist the District FOIA Officer in responding to Freedom of Information Act requests.
3. Manage and post job postings and prepares interview folders for Superintendent
4. Collects applicant files for schools and departments, maintains for 2 years and ensures proper record destruction
5. Coordinate room set-up and any food/beverage needs for Superintendent meetings
6. Creates purchase requisitions for Superintendent and Communications

7. Attend and participate in all regular and special school Board meetings and Board committee meetings as required, during and outside of regular work hours
8. Act as Board secretary, recording and maintaining minutes of Board meetings
9. Keep an accurate and permanent record of the proceedings of the Board and publishes minutes of meetings as required by law
10. Maintains all records of the Board and ensures their safekeeping and availability for public inspection in accordance with state law and district policy
11. Schedule regular and special meetings of the Board and prepare, together with the Superintendent, an agenda setting forth all known items of business to be considered at all meetings as well as preparing and disseminating the Board meeting packet
12. Disseminate all information regarding Board meetings to Board members, media representatives, schools, administrators and other interested citizens in a timely manner and in accordance with state law
13. Update the policies contained within the Board Policy Manual
14. Prepare and file required forms with ISBE, ROE, IASB, state and federal agencies to include preparing Statement of Economic Interest
15. Performs special assignments and other duties as determined by the Superintendent

#### **Performance Responsibilities - Business Office**

1. Management of correspondence, communication and information for and on behalf of the Business Office
2. Prepare and create requested documents and spreadsheets, including entry of data and generating reports from various software applications.
3. Support the implementation of the district student registration process, including registration events, communication with student families, verification of student residency
4. Track tuition reimbursement applications and prepare tuition reimbursement for processing
5. Track educational advancement applications and prepare PAF for final approval, submits educational advancement for processing to Superintendent
6. Assist with the filing and maintaining staff documents in Yellow Folder under the supervision of Human Resources
7. Maintain a high skill level of technology applications, software and systems; expanding knowledge on an ongoing basis through training and education (Infinite Campus, IVisions, Yellow Folder, Frontline, AESOP, etc.)
8. Manages storage and organization of Business Office and Buildings & Grounds records to include Certificates of Insurance, Vendors, Contracts, NSLP Claims, and others as needed
9. Monitors Vendor Onboarding document to include MOU's, certificates of insurance, background checks, and other vendor requirements
10. Creates purchase requisitions for Business Office and Buildings & Grounds
11. Oversees and processes ISBE Direct Certifications and household fee waiver applications to add eligibility for students

12. Support food service National School Lunch Program, Community Eligibility Provision and Summer Food Service Program
13. Generate and distribute monthly budget reports to all departments
14. Supports Business Services Manager in fee management, including fee assessment, applying waivers, sending letters, refunding surpluses and other tasks as needed
15. Supports Business Services Manager with facility requests to reserve facility space in accordance with facility use guidelines of the school district
16. Manage district record keeping including file retention and destruction of files in accordance with state law and guidelines
17. Serves as primary administrative back up to Accounts Payable Specialist during extended absences
18. Perform other related duties as assigned by the Business Services Manager

**Performance Responsibilities - General District Office Support**

1. Maintain staff kitchen, office, and first aid/health supplies in the district office
2. Maintains a neat, attractive and well stocked Hospitality Area including soda vending machine
3. Maintains a neat, attractive and well stocked Copy Rooms to include Postage Machine; Envelopes; Fax Machine
4. Monitors district office bulletin boards and displays
5. Updates name plates on district office doors as needed
6. District Office receptionist coverage as assigned
7. Serves as support to administrative assistants and secretaries when needed

**Terms of Employment**

12-month position (260 work days). Salary and work year determined by the Board of Education

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

**Performance Evaluation**

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.