

Position: Administrative Assistant to Superintendent/Asst. Superintendent/CSBO/Board Recording Secretary/FOIA Officer

Job Summary: The Administrative Assistant provides high-level administrative and operational support to the Superintendent, Assistant Superintendent, Chief School Business Official (CSBO), and Board of Education. This position requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a fast-paced environment. The role includes serving as the Board Recording Secretary, ensuring accurate documentation and preparation of board meeting materials, and acting as a liaison between district leadership, staff, and community stakeholders.

Qualifications/Minimum Requirements:

1. High school diploma or equivalent required; associate or bachelor's degree preferred.
2. Minimum of 3 years of administrative experience, preferably in an educational or public sector environment.
3. Proficiency in Microsoft Office Suite, Google Workspace, and other office productivity tools.
4. Strong verbal and written communication skills.
5. Excellent organizational and time-management abilities.
6. Ability to maintain confidentiality and exercise discretion.
7. Strong interpersonal skills to interact effectively with staff, board members, and the public.
8. Knowledge of basic bookkeeping or budget tracking is preferred.

Reports to: Superintendent/Assistant Superintendent

Responsibilities:

Administrative Support

- Manage calendars, schedule meetings, and coordinate appointments for the Superintendent, Assistant Superintendent, and CSBO.
- Prepare and distribute correspondence, reports, presentations, and other documents as needed.
- Maintain accurate records and files, both digital and physical, for district leadership.
- Assist with project management, ensuring deadlines and deliverables are met.

Board Recording Secretary

- Prepare and distribute agendas, meeting minutes, and supporting materials for Board of Education meetings.
- Attend all board meetings, record proceedings accurately, and prepare official minutes.
- Maintain official board documents and ensure compliance with applicable laws and regulations.

Communication and Liaison

- Serve as a primary point of contact between district leadership, staff, and the public.
- Handle inquiries and correspondence with professionalism, providing accurate and timely information.
- Coordinate internal and external communications, including announcements, newsletters, and updates.

Operations and Logistics

- Coordinate travel arrangements and event planning for district leadership.
- Monitor and track budgets and expenditures for assigned departments.
- Support district leadership in preparing for presentations, events, and special projects.

General Office Management

- Order and maintain office supplies and equipment for district leadership.
- Troubleshoot administrative issues and implement solutions to streamline operations.
- Ensure compliance with district policies and procedures in all administrative tasks.

Day-to-Day Duties

- *Annual district calendar*
- *Tracking of evaluations*
- *Board Secretary*
 - *Meeting prep/Letters*
 - *Minutes*
 - *Policy updates*
- *ROE compliance*
- *Service Awards*
- *Embrace- assign caseloads for evaluation rubrics*
- *FOIA requests*
- *Policy updates*
- *Updating admin contracts*
- *Annual student transfer requests*
- *Flyers for approval*
- *Compliance with Statement of Economic Interest requirements*
- *Facilitate volunteer procedures for Jr. High overnight trips*
- *Coordination with universities for student teaching/observation placements*

Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package, including health, dental, and vision insurance.
- Retirement plan options through the Illinois Municipal Retirement Fund (IMRF).
- Paid time off, including vacation, sick leave, and personal days.
- Professional development opportunities to support career growth.