



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

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

Executive Assistant to the Superintendent and Grant Project Manager

Primary Function

To provide direct assistance to the Superintendent, assure the smooth and efficient operation of the Superintendent's 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 including implementing and managing all components of awarded grants.

Organizational Relationships

The Executive Assistant to the Superintendent reports directly to the Superintendent.

Qualifications

- Graduation from high school; College degree or equivalent preferred
- Previous experience in an administrative support role, preferably in an educational or government setting.
- 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.
- Strong proficiency in Microsoft Office Suite (Word, Excel), Adobe and Google Workspace.
- General understanding of spreadsheets, databases, word processing and other computer applications. Familiarity with Google Apps, Microsoft Office, and Adobe.
- Maintain a high level of proficiency in district technology applications, software, and systems, continuously expanding knowledge through training and professional development (e.g., Infinite Campus, iVisions, Yellow Folder, Frontline, AESOP)
- 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
- Occasional evening meetings required

Performance Responsibilities - Superintendent's Office

1. Oversee and manage all correspondence, communications, and information on behalf of the Superintendent, ensuring professionalism, accuracy, and timely distribution.
2. Assist the District FOIA Officer in reviewing and responding to Freedom of Information Act (FOIA) requests in compliance with legal requirements and district policies.
3. Organize and coordinate logistics for Superintendent meetings, including room setup and arranging food and beverage services as needed.
4. Create and process purchase requisitions for the Superintendent and Communications Department, ensuring compliance with district procurement policies.
5. Attend all regular and special school board meetings, as well as board committee meetings, both during and outside of standard work hours.
6. Serve as Board Secretary, accurately recording and maintaining minutes of all Board meetings, ensuring official documentation of Board proceedings.
7. Maintain an accurate and permanent record of Board proceedings and publish meeting minutes in accordance with legal requirements and district policies.
8. Oversee the safekeeping and accessibility of all Board records, ensuring compliance with state laws and district policies regarding public inspection and record retention.
9. Schedule all regular and special Board meetings and collaborate with the Superintendent to develop and distribute meeting agendas and Board meeting packets.
10. Disseminate Board meeting information to Board members, media representatives, school administrators, and the public in a timely and legally compliant manner.
11. Update and maintain the Board Policy Manual, ensuring all policies remain current and aligned with district governance requirements.
12. Prepare and submit required reports and filings to the Illinois State Board of Education (ISBE), Regional Office of Education (ROE), Illinois Association of School Boards (IASB), and other state and federal agencies, including the preparation of Statements of Economic Interest.
13. Perform special assignments and other responsibilities as assigned by the Superintendent, demonstrating flexibility and a commitment to supporting district operations.

Performance Responsibilities - Grant Project Management

1. Streamline the grant administration process from award notification through the full grant cycle.
2. Develop systems, strategies, and structures to support the long-term sustainability of grant funding across the District.
3. Collaborate with program directors and the data analyst to oversee grant goals, objectives, metrics, outcomes, and timelines.
4. Ensure full compliance with all grant regulations and reporting requirements, including timelines, objectives, data collection, and deliverables.
5. Work with the data analyst to align metrics, data collection tools, and reporting timelines with grant requirements.
Monitor and report on grant revenue, budgets, and expenditures, and communicate updates to relevant departments.
6. Identify and track all grant-funded staff; coordinate with Human Resources and Payroll to ensure personnel align with grant budgets.
7. Support the Business Office in managing grant software, accounting functions, and

- preparation for grant audits.
8. Collaborate with the program director and data analyst to implement and document all required evaluation components and reports.
 9. Convene quarterly reflection meetings with the program director and data analyst to review grant progress and recommend improvements.
 10. Serve as the District's primary contact for all grants, maintaining communication with funding agencies (e.g., ISBE, U.S. Department of Education).
 11. Prepare and submit all required grant documentation, including applications, amendments, drawdowns, progress reports, and final reports, accurately and on time.
 12. Create grant reports and presentations for district leadership and funding agencies.
 13. Manage all grant-related databases and platforms (e.g., G5, IWAS), and maintain internal documentation such as MOUs, job descriptions, and contracts.
 14. Assist with writing new grant applications and developing grant budgets.
 15. Complete all required risk assessment processes, including GATA and SAM registrations. Attend meetings, workshops, and seminars to gather or share information relevant to grant management.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education. An additional salary stipend is provided for serving as the Board Secretary.

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.

Position Classification

<input type="checkbox"/> SEA <input type="checkbox"/> PSRP <input type="checkbox"/> Local 399	<input checked="" type="checkbox"/> Non-Union <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Confidential <input type="checkbox"/> Managerial
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