

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Administrative Assistant to the Assistant Superintendent for Student Learning

Purpose:

The job of Administrative Assistant to the Assistant Superintendent for Student Learning was established for the purpose(s) of providing a wide variety of complex and confidential administrative and secretarial support; communicating information on behalf of and acting as a liaison for the Assistant Superintendent for Student Learning to/with school and district staff, other school districts, auditors, public agencies, the public, etc.

Essential Functions:

- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrators.
- Coordinates and schedules a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of assigned administrators (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Prepares a wide variety of reports, documents, correspondences of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Researches a variety of topics (e.g. current practices, policies, education codes, grants, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Completes reports on IWAS and other Illinois data bases for the purpose of reporting data and information to the Illinois State Board of Education.
- Supports all Department of Student Learning staff for the purpose of providing assistance with their functions and responsibilities.

Other Functions:

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Represents assigned administrators in their absence for the purpose of conveying and/or gathering information required for their functions.
- Participates in training for the purpose of updating skills as changes occur in District software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation to write routine reports, correspondence, and to proof read documents; note taking; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: reading and interpreting documents, safety rules, operating and maintenance instructions, and procedure manuals; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Performs all secretarial duties associated with the effective performance of the duties of Assistant Superintendent for Student Learning, and all other Department of Student Learning personnel including:
 - Process incoming correspondences as instructed and type all correspondence
 - Place and receive telephone calls and record messages
 - Maintain a regular filing system (manual and electronic)
 - Order and maintain supplies, subscriptions, memberships, etc. as needed
 - Schedule appointments and meetings
 - Prepare registration and travel arrangements for the Department of Student Learning personnel
- Assists with creation, editing, and proofreading Department of Student Learning materials
- Verifies and records credit card statements
- Maintains records and budgets for all State and Federal Grants
- Prepares purchase orders/expenditure requests for appropriate grants and subject areas (e.g. Gifted, ELL, Band, etc.)
- Maintain and coordinate revision of various handbooks, brochures and forms on an annual basis
- Prepares and maintains a district calendar for professional development
- Maintains the Department of Student Learning calendar
- Assists with the preparation and registration for summer school classes and other duties pertaining to the summer school program
- Maintains all Department of Student Learning budget records and documentation

- Organizes purchasing and distribution of curriculum materials for maintenance of existing curriculum and additional new class sections
- Prepares all paperwork and maintain database for district professional development programs (i.e.. SIP Days, Institute Days, workshops, conferences, etc.)
- Reconciles all Department of Student Learning budget accounts on a regular basis
- Collaborates with all Department of Student Learning employees to organize all activities for the start of each school year
- Coordinates with the Department of Student Learning employees to develop a calendaring system and to maintain and update the district calendar on a weekly basis
- Maintains a district tutor list
- Maintain database for all district mentors and new certificated staff mentoring activities)
- Maintains attendance records of department members
- Performs such other duties as may be directed by the Assistant Superintendent for Student Learning

Education and/or Experience:

- High School diploma required and an Associates Degree preferred with one to three years previous office work experience.
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint, googledocs, Keynote, etc and also can electronically create graphically pleasing flyers and brochures.
- Accounting/bookeeping experience is needed.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months

Reports to: Assistant Superintendent for Student Learning

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
----------	--------------------------

Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%