

JOB DESCRIPTION

Wood Dale School District 7

TITLE: Executive Assistant to the Superintendent

QUALIFICATIONS:

- High school diploma or equivalent, and five years of increasingly responsible experience as an administrator's secretary, preferably in a school district setting. Executive secretarial experience preferred.
- Strong written and oral language skills; ability to communicate effectively by telephone, in person, and in written form including generation of original correspondence.
- Technologically literate (word processing, spreadsheets, Internet, Power Point, etc.)
- Proficient in grammar/punctuation, text editing, document layout/production, and general office equipment operation.
- Demonstrates positive public relations skills. Able to establish and maintain effective working relationships with staff, students, parents and the community and to represent the Superintendent and school board effectively with same.
- Strong organizational skills with the ability to work independently, exercise independent judgment, set priorities, meet deadlines, and work effectively under pressure.
- Able to apply diplomatic skills in all District-related matters and maintain strict confidentiality in all sensitive matters.
- Have a personal schedule that will accommodate attendance at evening meetings.
- Strong desire and ability to work as a member of a team.

REPORTS TO: Superintendent

JOB GOALS: This position serves as Executive Assistant to the Superintendent, serves as Board Recording Secretary, and generates and maintains a variety of reports and correspondence.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Superintendent in general administrative operations.
2. Provides front office reception including: greeting visitors and guests, maintaining reception area organized and neat, displaying brochures/posters, answering/routing calls to appropriate areas.
3. Serves as a liaison between the Superintendent and District staff, parents, students, and community members. Answers telephone calls to the Superintendent's office; provides information/answers to questions concerning district business and directs calls to other district staff as appropriate. Communicates Superintendent's directives to appropriate staff or community members. Keeps Superintendent advised of items requiring administrative review/action.
4. Arranges meetings and on/off-site special events including: reserves venues, sets up meeting conference room, orders catering/refreshments when needed, and prepares materials for the Superintendent as requested.
5. Provides support services to the School Board; participates in agenda setting; prepares paperless board packet on Boardbook; gathers business office reports, accounts payable, enrollment reports, personnel reports, and curriculum reports; prepares and distributes board meeting materials including publishing meeting notices; attends and records school board meetings and prepares meeting minutes; maintains school board annual files; schedules/coordinates Board activities.

6. Performs a wide variety of confidential correspondence for the Superintendent; maintains the Superintendent's calendar, schedules appointments and advises the Superintendent of meetings and appointments; makes travel arrangements, reservations and conference arrangements for the Superintendent and board; types and maintains board correspondence.
7. Screens and routes all mail and interoffice mail to Superintendent's office staff; originates routine correspondence and documents. Finalizes Superintendent's draft correspondence and other printed materials, including editing, formatting, typing and proofreading. Maintains Superintendent's general office files.
8. Receives correspondence from all buildings to be stamped and mailed, informs Business Manager when postage machine funds are running low, and notifies or calls if office machinery needs maintenance.
9. Maintains the District's Policy Reference Manual; reviews/revises/updates with Superintendent and distributes new and/or revised policies/procedures to manual holders upon adoption; updates the policies posted online as needed and responds to requests for information.
10. Updates the District telephone system schedules for all buildings including: changing annual holidays, summer hour schedules, and regular school year schedule.
11. Maintains Emergency Procedures Manual by updating as needed and providing District buildings, Fire Department, and Police Department electronic or desk copies when requested.
12. Performs emergency school closing procedures including: updating website with current information, contacting Emergency School Closing system in the event of a closing, and calling appropriate personnel following the emergency calling tree.
13. Prepares the District school year calendars including the Draft school calendar, online website calendar, At-A-Glance district calendar and IWAS (proposed, amended and/or final). Sends to community partners, and posts on website when approved or revised.
14. Reviews substitute teacher and substitute paraprofessional applications for Superintendent to interview. Sets up interviews and coordinates substitute teacher onboarding with the Business Office.
15. Coordinates new employee interviews with Business Office and Superintendent.
16. Enters new employees and substitutes into the Frontline system for Business Office. Sets up profiles, sets up time off (vacation, sick and personal time), sends invitations to new users to set up accounts, sends welcome emails to all new substitutes.
17. Sends out annual letter inviting former subs back to work, updates new sub pay rate table in Skyward, and updates substitute list/Frontline system.
18. Monitors daily substitute attendance lists and coordinates subs as requested or needed.
19. Verifies daily attendance report on Frontline and completes daily reconciliation. Receives employee doctor notes for leaves/time off and uploads in Frontline and copies for personnel files.
20. Backup sub-caller for the District, maintains substitute teacher files, assists building secretaries with adjustments in Frontline, time off, etc.
21. Responsible for collecting Emergency School Safety Drill Reports by annual deadline, as mandated by the DuPage Regional Office of Education, from the District schools and submitting on a timely basis. Maintains personnel time management, annual accrual time, and time off data entry.
22. Serves as the Election Official for the District including providing election information to Board Members, obtaining election canvass, and updating all newly elected Board member information.
23. Performs the annual Skyward time off accrual for the District effective July 1st of every year including updating complete staff anniversary dates, updating all employee statuses for upcoming school year, manual entry adjustments, calendar update and pay rate table updates, accurate employee data review and generate annual reports.
24. Processes out of district professional development registrations for all staff members including: online registration with credit card payment, requesting checks, or purchase orders. Makes travel arrangements, reservations and conference arrangements for staff members for out of town approved events.
25. Processes and coordinates all building usage requests including: reviewing and obtaining approval for all building usage requests, checking building calendars for availability and reserving dates, notifying buildings and Supervisor of Building & Grounds of special accommodations.
26. Maintains website including updating events, pictures, notices, and emergency alerts.
27. Maintains flyers on the District backpack; processes requests and approvals to post items on the website, and updates frequently.
28. Plans and executes, under the direction of the Superintendent, the Annual Staff Appreciation event. Event includes setting dates with all Administrators, catering food and refreshments,

- decorating, sending out invitations to staff and Board members, and coordinating setup and cleanup with the Buildings & Grounds Supervisor.
29. Coordinates Administrator events including meeting lunches, building event refreshments, and building usage.
 30. Assists with the translation of website information, District correspondence, and/or materials from English to Spanish for Superintendent, Curriculum Department and Business Office.
 31. Assists the registration office with translating telephone inquiries and parents/visitors when needed.
 32. Sends out annual holiday cards to the Wood Dale community partners.
 33. Compiles articles, pictures, calendar events, and advertisements from Administrators for City of Wood Dale Newsletter quarterly deadline and responsible for sending to city printer. Reviews proofs with Superintendent for final print.
 34. Processes bereavement announcements and donation checks for staff.
 35. Assists the Education Foundation with Annual Golf Outing including: coordinating with chairperson, sending out invites, receiving donations, updating members, and preparations for day-of-event.
 36. Performs other tasks as requested.

TERMS OF EMPLOYMENT:

Twelve-month contract. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Nonprofessional Personnel.