



JOB DESCRIPTION

Executive Assistant to the Superintendent
and
Board of Education Secretary

Title: Executive Assistant to the Superintendent and Board Secretary

Department: Superintendent's Office

Reports To: Superintendent

FLSA Status: Exempt

Work Year: 12 months

FTE: 1.0

Supervisory Responsibilities: None

DISTRICT 97 EXPECTATIONS

All District 97 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff

GENERAL RESPONSIBILITIES:

Provides administrative support for the Superintendent and the Board of Education. The Executive Assistant organizes and performs administrative work of a high level with minimal supervision. This position requires knowledge of District procedures and policies, the ability to assume responsibility, work effectively and independently under pressure and maintain confidentiality.

ESSENTIAL FUNCTIONS:

- Assists the Superintendent in general administrative operations.
- Act as liaison between the Superintendent and the Cabinet, Administrative Team, Board of Education, and others in the District and Community.



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Executive Assistant to the Superintendent

- Maintain Superintendent's calendar, establishing priorities at own discretion; facilitate and screen internal and external appointments, schedule and coordinate meetings; ensure that all official obligations are met.
- Make all necessary arrangements for travel and conferences for the Superintendent.
- In the absence of the Superintendent, coordinate with the designee during crises or pressing situations.
- Receive telephone and in-person callers, maintaining a helpful, positive demeanor. Use discretion to determine those which are to be handled by the Superintendent personally, as well as those delegated to a subordinate or other department.
- Initiate and/or draft, prepare, and distribute a variety of documents, including but not limited to letters, memos, e-mails, acknowledgements, notices to staff, forms, and reports.
- Create for legal review, Employee Working Agreements, MOU's, Resolutions, Administrator Contracts for Employment.
- Maintain official files and retrieval systems of the Superintendent.
- Research and respond to questions or requests by staff or community members.
- Serve as the District's notary public.
- Manage office budget, allocating expenditures according to District requirements. Prepare and process requisitions; resolve any problems with vendor invoices and statements; approve for payment.
- Keep abreast of State policy and legislative issues. Distribute related information to staff as deemed appropriate.
- Assist in maintaining current Oak Park Elementary District 97 policies and procedures.
- Serve as the District's Back-Up FOIA Officer; communicate FOIA requests and responses to the Board of Education.
- When appropriate, develop and arrange for distribution of invitations to special events.
- Maintain regular attendance; adhere to District practice regarding attendance and leaves of absence.
- Build trust and ongoing positive relationships with constituents.
- Perform the above and other related duties consistent with the scope and intent of the position with strict confidentiality.



JOB DESCRIPTION

Executive Assistant to the Superintendent

- Serve in the role of Board Secretary.
- Prepare all materials for the Board, including materials for regular and special meetings, learning sessions, and closed hearings.
- Assist the Superintendent, as directed, in critical communication with Board members; assist in maintaining positive Board relationships.
- Attend School Board meetings and take minutes.
- Prepare official minutes, arrange for publication of approved minutes as required by law, and follow up on School Board decisions.
- Maintain regular communication with all Board members.
- Collaborate with the Director of Communications to maintain and keep current the Board of Education website.
- Make all necessary arrangements for travel and conferences for Board members.
- Maintain official files and retrieval systems of the Board of Education.
- Research and respond to questions or request by the Board of Education.
- Provide assistance and information to candidates and/or new board members and develop new board member orientation information.
- Oversee and maintain the Board's permanent files and billing.
- Have a deep understanding of and stay abreast of any changes to the Open meeting Act; complete the State of Illinois' annual OMA training and maintain OMA Officer status.
- Maintain constant communication with FOIA Officer
- Coordinate special activities for the Board of Education.
- Hold Notary Public license and certify documents as needed.
- Maintain Board Policy/Procedures.
- Coordinate Policy Committee meetings.
- Prepare memo to the Board explaining recommended policy changes.
- Update Cabinet team on all recommended procedure/exhibit changes.
- Upload approved policy changes to PRESS in a timely manner.
- Upload procedure/exhibit changes as needed.
- Perform related duties as assigned by the Superintendent and Board of Education.



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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of school district policies and procedures
- Knowledge of school functions and organizational structure.
- Knowledge of parliamentary procedure and Robert's Rules of Order.
- Knowledge of records retention, office administration and office management procedures.
- Knowledge of customer service and office etiquette procedures.
- Knowledge of the application and use of computers, productivity software/applications, cloud-based tools/services, social media platforms, and other digital tools utilized by the District in the performance of the job.
- Skills in effective oral and written communication with a high degree of accuracy.
- Skills to organize ideas, time, materials and space with attention to details to accomplish goals and meet deadlines.
- Ability to deal appropriately with outside requests for information or for materials using sound office etiquette and in accordance with district procedures and data privacy issues.
- Ability to maintain strict confidentiality.
- Ability in taking and preparing minutes.
- Ability to work both independently and cooperatively, exercise judgment and creativity and willingness to work with others as a team.
- Ability to work effectively under pressure from the public, workload, and employees.
- Ability to work extended hours for attendance at evening district and board meetings.
- Ability to exhibit listening, patience, caring and empathy when relating to staff and community.
- Ability to meet eligibility requirements to become a notary in Illinois and
- Receive an Illinois notary public commission.



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EDUCATION, CREDENTIALING and/or EXPERIENCE:

- Bachelor’s Degree. Qualifying, successful experience may substitute for educational requirements.
- Five years working in a central office environment and school district experience preferred.
- All district employees shall undergo a criminal background check, including a fingerprint check by both State Patrol and FBI.

EVALUATOR: Superintendent

	Not Important	Desirable	Essential	Critical
PHYSICAL ABILITY JOB REQUIREMENTS				
Walking, standing, climbing stairs				X
Seeing - Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.				X
Hearing				X
Speaking				X
Lifting/carrying objects weighing 5-25 lbs.			X	
Lifting/carrying objects weighing over 20 lbs.	X			



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Pushing/pulling carts, dollies, etc.	X			
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in a confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.	X			
Operating heavy equipment and/or performing other very hazardous duties.	X			



JOB DESCRIPTION

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Looking at computer screen/reading data on a computer.				X
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By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature

Date