



## **JOB DESCRIPTION**

### **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT BOARD OF EDUCATION CLERK**

#### **JOB SUMMARY:**

The Administrative Assistant for Superintendent's Office is responsible for providing administrative and clerical support services to the Superintendent, Associate Superintendent, and Human Resources Director to ensure effective and efficient operation of the district office. They serve as the clerk for the Board of Education to support the regular business of the Board of Education.

#### **SUPERVISORY RESPONSIBILITIES:**

- None

#### **REPORTS TO:**

- Superintendent of Schools

#### **GENERAL DUTIES:**

1. Perform all responsibilities related to providing assistance to the Superintendent, Associate Superintendent, and Human Resources Director, such as maintaining meeting schedules and files, processing bills for payment, assisting with special projects, and planning and coordinating district-level events and publications sponsored by the Superintendent, Associate Superintendent, or Human Resources Director.
2. Serve as Board of Education clerk, performing all responsibilities related to providing support to the Board of Education, such as preparing required postings and agendas, taking minutes, coordinating function attendance, preparing reports.
3. Attend and take minutes of meetings as requested, including at evening meetings of the Board of Education.
4. Handle delegated administrative details, requests for information, and other matters brought to the Superintendent's Office.
5. Organize and coordinate Freedom of Information requests and prepare responses.
6. Keep a complete and up-to-date copy of the District's book of Board Policies and Administrative Procedures.
7. Performs other duties as required.

## **HUMAN RESOURCE SUPPORT DUTIES:**

1. Assist the Human Resources Director with daily administration of the Human Resource Department, including internal procedures and external compliance support.
2. Support the Human Resources Director with administration of benefits programs including health insurance, dental insurance, vision insurance, life insurance, wellness programs, and leave policies.
3. Guide and assist employees with benefits enrollment, questions, and claims.
4. Maintain employee benefit files, including enrollments, changes, and terminations.
5. Maintain employee personnel files, including new hire information, evaluations and discipline.
6. Assist staff with hiring and onboarding process including maintaining job descriptions, posting and maintaining job openings, acquiring necessary new hire documentation.
7. Coordinate IWAS reports and maintain reporting system for administrators through IWAS.

## **REQUIRED SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills and ability to adapt to various needs.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to prioritize and meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite and Google Office Suite.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

## **EDUCATION AND EXPERIENCE:**

- At least five years of senior administrative support preferred.
- Spanish language proficiency preferred.
- Experience with human resource management support preferred.

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

## **WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER**

Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

*Updated 02/05/2025*