

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Executive Assistant to Superintendent of Schools and Secretary to Board of Education
JOB GOAL: To provide executive assistance to the Superintendent.
REPORTS TO: Superintendent of Schools
QUALIFICATIONS: College training in business education or related field preferred.
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain record of dependability as evidenced by consistent attendance, punctuality, and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Support and assist the Superintendent in providing quality services to students, staff, board, and community.
2. Lead and coordinate wide variety of Board of Education activities, including but not limited to: agendas, minutes, notices, Board Briefs, policy manual and administrative procedures, new member orientation, meeting preparation and setup, conference and training arrangements, elections, Open Meetings Act training.
3. Prepare and submit Annual School Calendar (tentative and final).
4. Work closely with Dir. of Operations and other administrators to facilitate variety of personnel activities, including but not limited to: new employee onboarding processes; personnel files; evaluation files; handbooks.
5. Prepare, submit and/or maintain a variety of district-level reports, including but not limited to: EIS report; Senate Bill 7 list; 3-month Average Daily Attendance for General State Aid; Recognition of Schools; No Longer Enrolled report; Prevailing Wage; ECE and Special Education attendance for General State Aid.
6. Monitor and maintain record of licenses for certified staff and paraprofessionals.
7. Maintain incident logs.
8. Serve as district FOIA (Freedom of Information Act) officer.
9. Coordinate special events (e.g., Annual Staff Recognition Luncheon; holiday card contest; board appreciation).
10. Tasks as otherwise assigned by the Superintendent.

This job description does not state or imply these are the only duties within this role. The employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION: Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT: Salary, benefits, work hours/days as established by the Board of Education. (At-will employee.)