**Job Summary:**

Under limited supervision, this position is responsible for the overall day-to-day operation of the Superintendent’s office, ensuring that coordination with administrators, board and committee members, staff and the community are handled efficiently, appropriately and in a timely way. Generally represents the Superintendent’s office and the District to the public.

**Job Duties:**

* **= Essential Duties**
* Prepares the semi-monthly board packet, including highly sensitive and confidential material. Transcribes and follows up on additional documents, as directed by the Superintendent (i.e. agendas, standard reports). Compiles all information received and oversees printing and collating of documents. Distributes all or portions of the packet to board members, administrators, principals, BEA, Union President and the media.
* Develops multimedia presentations for a variety of audiences.
* Compile state and federal reports as required.
* Develops documents in various software applications in PowerPoint presentations, Word and Excel as well as Publisher documents. Internet use for quicker access to information and research will be increasingly utilized to aid in the Superintendent’s reports at meetings, communication with various committees, government officials, Board meetings, and other daily communications.
* Maintains the District 87 Web Site.
* Schedules and maintains a complex calendar for the Superintendent. Confirms and coordinates appointments and as needed follows up or reschedules when conflicts arise.
* Drafts and types correspondence from the Superintendent. May develop cover memos for distribution of forms and packets. May prepare standard parent letters based on previously used documentation. Will write reminders and meetings notice information.
* Maintains files, correspondence, and mailing lists. Arranges for meeting rooms, prepares agendas, sends out reminders and meeting information, prepares and distributes minutes to committee members and administrators.
* Completes special projects as assigned by the Superintendent. May include responding to requests for information about District #87; additional reports as requested from the Superintendent’s office presented at board meetings, various district meetings, and in other committee communications, e.g. enrollment information; supervision/expulsion reports; district ethnicity reports. Will complete requests and update the Superintendent. May be asked to contact others to complete assignment.
* Serves as Board Secretary (attend Board meetings, take/write Board minutes, poll the Board when necessary, post Board meeting times/dates, and other duties required of the Board Secretary).
* Provides a variety of travel and meeting related support to the Superintendent. Arranges meeting rooms and orders catering and equipment needed. Makes travel plans, including hotel and transportation arrangements. Completes all arrangements for the Superintendent, Assistant Superintendents and Board of Education members for IASB joint Conference in the fall.
* Greets visitors, answers telephone and opens and distributes mail received by the Superintendent. Re-distributes or personally responds to mail or calls when possible
* Serves as backup for receptionist when directed.
* Maintains a detailed and confidential filing system for Superintendent.
* Maintains office supplies for Superintendent’s office.
* Types and processes payment requests and purchase orders. Monitors departmental budget and notifies the Superintendent of any concerns.
* Serves as a back-up to the Administrative Assistant III to the Chief Financial & Legal Officer.
* Maintain and update Board Policy Manuals.
* Coordinate Hall of Fame Banquet including applications, plaques, invitations to recipients and nominees, dinner, etc.
* Coordinate staff appreciation program that includes purchasing and distributing gifts for staff anniversaries, retirement and various educational appreciation weeks.
* Purchase/seek gifts and plan for new teacher orientation and all staff reception.
* Maintain mailing list of community leaders and realtors and regularly inform them of district news and publications including the Excel newsletter.
* Produce the community newsletter *Excel* in the fall, winter and spring of each school year. Work with the Superintendent and other administrators to develop positive stories about district schools and programs as well as report current news items.

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

**Minimum Requirements:**

High school and two years of post high school education in a specialized curriculum typically found in a college, junior college or secretarial school. Study would likely be in office administration or related secretarial curriculum. Additional office or secretarial experience can be substituted for education.

Five additional years of experience in a similar position with included increasing responsibilities.

Must be proficient in Micro Soft Applications including, Word, Excel, Publisher, Front Page, Access, and web tools

Strong project management skills, including personal initiative and ability to coordinate with others.

Excellent verbal and written communication skills.

Must be able to effectively deal with parents and other visitors who may be angry or difficult and/or other individual who are in need of assistance. Patience and well developed interpersonal relations skills needed.

Strong organizational skills and ability to work with details and maintain accurate records.

Demonstrated success working in an environment with multiple priorities and some periods of high volume activity.

**Approvals:**

Reviewed and approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor)

Asst. Supt. Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_