



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

Administrative Assistant for Office of Academics

Primary Function

To provide administrative support to the Assistant Superintendent for Academics.

Organizational Relationships

Reports to the Assistant Superintendent of Academics

Qualifications

- Graduation from high school.
- Proficient skill in English composition, grammar and spelling.
- Demonstrated skill in working with the public.
- Working knowledge of office technologies including phone, fax, scanning, database, word processing, and spreadsheets.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the building.
- Ability to understand and carry out oral and written directions in English.
- Ability to, on occasion, physically lift and move packages, boxes, and other materials weighing up to 25 pounds.
- Ability to physically type, manipulate a mouse, and operate a computer.
- Ability to handle staff and student information with confidentiality.
- Fluency in a second language, preferred

Performance Responsibilities

1. Direct, sort, and handle all correspondence for the Department of Academics
2. Prepare and create requested documents and spreadsheets, including entry of data and generating reports from various applications (Infinite Campus, iVisions, Power IEP).
3. Coordinate room set-up and any food/beverage needs for academic meetings and professional development sessions.
4. Assist in the coordination of staff development activities including registering staff members for attendance at approved professional development events.
5. Organize, track, and maintain purchase orders for the Academics Department.
6. Assist in the preparation of grants, grant reporting, and other activities associated with grants. Maintains records to assist with reporting grant information.
7. Assists in arranging, tracking, and filing district conference requests, workshop requests, and processing of teacher conference receipts for reimbursement.
8. Assist as needed with the records and preparations of state reimbursement reports, and other state reports.

9. Order supplies as needed to maintain an efficient department.
10. Support the coordination of District and State assessments.
11. Maintain the D69 staff professional development calendar.
12. Assist in the preparation of materials for meetings.
13. Perform other duties as assigned by the administrator.

Terms of Employment

12-month position (260 work days). Salary and work year determined by the Board of Education

Performance Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.