

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

ADMINISTRATIVE ASSISTANT TO ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

Supervisor: Assistant Superintendent for
Curriculum and Instruction

FLSA Status: Non-Exempt **Employee Group:** At-Will

Qualifications:

1. High School Diploma or Equivalent
2. Excellent organizational skills
3. Knowledge of Microsoft Word and Excel
4. Strong numeric aptitude
5. Excellent Communication skills both verbal and written

Terms of Employment:

- Twelve (12) month year to year contract
- Eight (8) hour day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Type and file a variety of correspondence such as memos, letters, and confidential documents.
3. Maintain calendar of appointments and make arrangements for meetings.
4. Screen and process incoming correspondence.
5. Collect data and input into ISBE website for required reporting.
6. Keep teacher evaluation forms and the on-line program up-to-date.
7. Enter requisitions, record invoices, and perform other department budget tasks.
8. Prepare policy packet, collecting old and suggested policies.
9. Review and process all Student Travel.
10. Review and process Staff Travel.
11. Annually collect elementary workbook orders and place order for the workbooks.
12. Annually update elementary student handbook, this is to include the on-line district handbook.
13. Prepare annual district calendar. This is to include preparation for district voting, Board approval and reporting the information to the state.
14. Assist with District-wide registration to include monitoring class size transfers and communicating with families affected.

15. Plan annual safety meeting and collect all state required paperwork.
16. Assist the coordinator of the mentor/mentee program with planning and paperwork for the program.
17. Maintain proper operating condition and supplies for the copy/fax machine.
18. Keep current with best practices and requirements as they relate to your job assignment.
19. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.