



NOTICE OF VACANCY

DATE: August 10, 2022

TITLE OF VACANCY: Administrative Assistant for Directors of School Leadership, AVID, and FACE

LOCATION: Administrative Center, 1900 West Monroe

DAYS PER YEAR: 260 Days Including 15 Paid Holidays **HOURS PER DAY:** 8

REQUIREMENTS/QUALIFICATIONS:

1. Interested in public schools and children
2. Five years minimum successful office experience in an office/administrative setting preferred
3. Ability to follow written and oral directions and complete assigned tasks with a minimum of supervision
4. Ability to manage independent projects
5. Ability to maintain a positive and professional attitude
6. Ability to communicate and maintain good working relationships with District staff, non-public school staff, community organizations and general public
7. In depth knowledge of current office management practices including purchasing, budget management and scheduling
8. Ability to effectively use office technology, including the computer for word processing, calendaring, and setting up spreadsheets/databases for budgets
9. Knowledgeable in Word, Filemaker and I-Cal
10. Proficient in Excel and Google
11. Must have accurate typing, spelling, and grammar skills
12. Must have excellent record keeping and organizational skills

SPECIFIC RESPONSIBILITIES:

1. Organize and transmit correspondence and materials as required and provide support
2. Schedule, support and provide administrative services
3. Provide leadership in creating a positive work environment
4. Create and keep detailed budget databases, obtain quotes, make purchases, and prepare bills for payment for several departments
5. Process travel requests and keep travel data base
6. Submit P-2s for stipends for AVID & Family and Community Engagement (FACE)
7. Provide support and assist with Professional Development with AVID, FACE, PPD, and Assistant Principal PD
8. Process reimbursements from completed travel
9. Register & follow up with district personnel for AVID Summer Training & Year Long Training
10. Assist Administrators with Sams calendar
11. Note-taking at meetings with administrators, when requested. Communicate notes to administrators verbally and in written form
12. Other duties as assigned

APPLICATION DEADLINE:
August 18, 2022 at 4:00 p.m.

APPOINTMENT DATE:
Upon Board Approval

SALARY:
Commensurate with Experience

BENEFITS:
Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Vacation and Holidays

HOW TO APPLY:

Go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or disability.

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