

**Hinsdale Township High School District 86**  
**Job Description**

**Position:** Administrative Chief of Staff

**Reports to:** Superintendent of Schools

**Supervises:** Communications Coordinator

**Job Summary:** Directly supports the Superintendent of Schools and Board of Education regarding all district programs, communications, and initiatives.

**Essential Functions Include But Are Not Limited To**

- Coordinate and perform all functions relating to the Board agenda and preparation and distribution of Board packets
- Attend Board of Education meetings, take minutes, and type them up for revision and approval
- Assist in public relations aspects with public, staff and district information such as bulletins and brochures
- Assist Board and Superintendent in updating of Board policies
- Work collaboratively with Board members, administrators, and the public
- Compile, prepare and/or assists in the preparation of a variety of information: district calendars, reports, letters, requisitions, budget materials, and daily correspondence
- Screen and direct phone calls, visitors, and mail
- Maintain a variety of office files, historical files, records, inventories, office procedures on a daily basis
- Coordinate, file, and/or complete numerous state reports
- Keep records for Superintendent and Board accounts and pay bills
- Assist with special projects (compliance visit, new district map, instructional improvement/personnel evaluation handbook, etc.)
- Assumes any other duties as delegated by the Superintendent. The Superintendent may make any adjustment in the scope of responsibilities as outlined above which will be in the best interest of the school district.
- Oversee and supervise residency process for the entire district.
- Oversee and supervise all processes for InfoSnap for the district.
- Oversee and evaluate Communications Coordinator.
- Oversee and maintain Board Docs for the BOE and District
- District FOIA Officer

**Knowledge, Skills and Abilities**

- Present a professional image and interact professionally with administrators, community, parents, staff, and students
- Excellent verbal and written communication skills
- Note taking and general transcription skills
- Organizational skills to meet simultaneous demands to complete work assignments
- Ability to set work priorities, multi-task, and work independently
- Proficient in Microsoft Office, Excel, and general computer operations

- Knowledgeable in office technology including e-mail, voice mail, fax, copier, etc.
- Serve as resource for new and veteran staff on policies, traditions, and other issues in District 86
- Personal and professional skills to work collaboratively
- Ability to maintain confidentiality

### **QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:**

Bachelor's degree preferred. Previous administrative experience in school setting preferred. Excellent transcription and computer skills. Articulate oral and written communication skills. Adaptable to changing conditions. Well-developed people skills. Highly organized. Able to function as a member of the Superintendent's team. Able to work flexible hours, early mornings and evenings. Confidentiality a must.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills, and/or ability required. These cited activities are representative and not necessarily all inclusive.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee occasionally must squat, stoop or kneel, reach above the head and reach forward. The employee must frequently lift up to 25 pounds such as cartons of paper. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people. Need to be willing to help out other departments with projects or tasks. Work is performed indoors.

### **Term of Employment**

- 12 month employee / Exempt Employee
- Salary established by the Board of Education

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal

employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The information contained in this job description posting is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Any individual needing assistance in making application for opening should contact the Director of HR.