



A Community of Learners

Informational Memo: Central Office Administrative Assistant Staff Job Responsibilities

TO: School Board
Trisha Kocanda, Superintendent

FROM: Maureen Hager, *Director of Human Resources*

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Overview & Background

The following information is generated in response to the strategic goal to clarify role expectations for each support position in the Central Office (Strategic Goal 35, 2.b.i and 2.b.ii). This update reflects an analysis of the Administrative Assistant roles in the Office of the Superintendent, Human Resources, Special Services, Curriculum/Technology, and Business Office. Although these five positions have job descriptions posted as evidence of the completion of the initial review of these job duties, in every case, these job descriptions have been updated to reflect changes since the initial posting was completed in the 2012-2013 school year (Strategic Goal 35, 2a).

The Illinois State Legislature has mandated, and the Illinois State Board of Education has responded with, a significantly increased number of compliance and accountability reports, some of which must be submitted quarterly. As a result, the workload on each of these positions has been significantly impacted. Depending upon the nature of each role, some of these positions and their contributions to the district are more apparent than others. For example, those roles that have a higher degree of visibility and contact with staff (Superintendent's Office, Human Resources, Curriculum/Technology) are better understood than those roles that are equally as important to a smooth running organization, but are less visible to the majority of staff.

Of special note in the area of Human Resources is the management of the State Board of Education's newly implemented Employee Information System (EIS). This system

requires on-going data entry related to teacher certification and licensure, assignments, student class rosters, anticipated and actual compensation, types of positions, assignments (including extra-curricular work), FTE tracking, certification, and licensure. This has added approximately an additional 80 to 100 hours of time devoted to this per year.

[Click here](#) for a brief summation of the distinguishing characteristics of each position. For a full review of each job description, one can refer to the documentation posted on the District 36 Strategic Plan Website. These job descriptions have been updated as of September, 2014, to better reflect the nature of the work that is done, often on an independent basis, by each of these roles. The next step will be to address cross-training so each role has a back up in the system who is able to step in and support the on-going nature of the work should the primary provider be unable to perform the work on a short term basis. This will also allow for efficiencies in the event a position is in need of temporary back up due to workflow issues.