



JOB DESCRIPTION

Position Title: Executive Assistant

Reports To: School Principal

- **Job Goals:** Work efficiently to ensure that a systematic approach is used to maintain all school records and files. Will provide ongoing support to the principal to ensure the productive functioning of the administrative/principal's office.

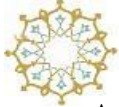
Essential Duties and Responsibilities:

Administrative Support:

- Prepare and maintain ALL school, student, teacher, schedules on the master schedule.
- Assist the principal with all school projects when scheduled and/or as directed.
- Type routine correspondence, memoranda, reports, records, bulletins, orders and other office documents from sources such as rough drafts, notes, and oral instructions.
- Prepare and submit weekly newsletter for parents.
- Manage Instagram and Facebook platform daily to market activities, events and other material to promote the school.
- Create, update, and maintain all calendars including annual school calendar, calendar of event for the admin and faculty, and bake sale calendar.
- Collaborate with administrative leadership to review and finalize plans and timing for all school events, ensuring that all activities are scheduled effectively.
- Assist in preparing the faculty binder for EACH new teacher and staff prior to the first day of school. Repeat on Google faculty classroom.
- Supervise the creation of certificates, order awards, and plaques as needed and when requested.
- Manage telephone messaging system and office VM (office hours, inclement weather, and other recorded messages)
- File the ISBE Milk Claim every month for the school. Renew any status claims pending on ISBE for WINS program before the start of the new school year.

Event Coordinator

- Supervise setting up events for admin such as PTC days, open house, quarterly staff appreciation, picture day, open house monthly late start Monday and graduations.
- Set up meetings with committees for all school events managed by the principal.
- Create a task list for all events
- Assist principal with follow ups.
- Place orders for all items.
- Send reminders to families



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

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- Assist in set-up of events

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Schedule:

Monday to Friday – 7:30 am to 4:30 pm with 60-minute scheduled break time. Hours may be adjusted to meet the needs of the school to not exceed a 40-hour work week. (See attachment for details on holidays and PTO)