

## School District Administrative Assistant (12-Month Position)

### Highlights:

- Full-time, year-round administrative support role
- Serve as the central hub for district communications and scheduling
- Perform advanced office management and secretarial duties
- Utilize strong computer and software skills (Apple, Google Workspace, etc.)
- Support district administrator with reports, correspondence, budget reporting and record keeping
- Maintain a welcoming and professional front office environment
- Demonstrate excellent organization and multitasking abilities
- **Uphold confidentiality** and accuracy in all documentation
- Friendly, dependable, and proactive work ethic required
- Fiscal or budget experience a definite plus

The School District seeks a dedicated, detail-oriented Administrative Assistant to provide year-round support to district leadership. This key position ensures smooth daily operations through efficient office management, skilled coordination, and outstanding communication. The ideal candidate is friendly, professional, and capable of balancing multiple priorities in a fast-paced educational environment. Responsibilities include maintaining records, managing correspondence, preparing reports, and supporting a variety of district programs and initiatives. Strong computer proficiency, excellent written and verbal communication, and a commitment to confidentiality are essential. Applicants with fiscal or budget experience are especially encouraged to apply. This 12-month position offers the opportunity to play a vital role in supporting students, staff, and the community through exceptional administrative service.

Applications can be submitted to Dr. Tori Lindeman, 402 N. Jefferson Street, Astoria, IL 61501, or emailed to [tlindeman@acusd1.org](mailto:tlindeman@acusd1.org)

Position to remain posted until filled.