

Thornton Township High School District 205
Job Description

Job Title: Administrative Assistant (Stipend) – Student Board of Education (SBOE)
Reports To: Student Board of Education District Sponsor and Associate Superintendent
Classification: Stipend Position – Administrative Support Role (Non-Union)

Position Summary:

The Student Board of Education (SBOE) Administrative Assistant provides critical clerical, organizational, and logistical support to the SBOE District Sponsor and program participants. This stipend position supports the execution of meetings, events, field trips, communications, and uniform management, contributing to the overall success of the district’s student leadership initiative. The role requires attention to detail, reliability, and the ability to support students and staff in a professional and responsive manner.

Essential Duties and Responsibilities:

- Provide clerical support for SBOE meetings, including preparing agendas, meeting notices, sign-in sheets, and taking minutes.
- Organize transportation and logistics for student field trips, community outings, and cultural events.
- Assist with uniform inventory, distribution, collection, and maintenance.
- Maintain contact rosters, calendars, and communication lists for SBOE students, parents, and staff.
- Coordinate refreshments, supplies, and materials for meetings, retreats, and public presentations.
- Submit documentation for purchasing, reimbursements, or event-related expenses as required.
- Help track student participation and assist in preparing reports, attendance logs, or summaries for district leadership.
- Support communication between SBOE members, school liaisons, and central office leadership.
- Attend SBOE events, meetings, or field trips when requested by the District Sponsor.
- Perform other related duties as assigned by the District Sponsor or Associate Superintendent.

Qualifications:

Required:

- Experience providing administrative or clerical support in an educational or youth program setting.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work evenings and weekends as needed for student events.