

TULOSO-MIDWAY ISD – JOB DESCRIPTION

Job Title: Administrative Assistant to Special Education Director **Wage/Hour Status:** Non-exempt

Reports to: Administrator Designated

Date Revised: 02/2022

Dept./School: Special Education Director

Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head and other staff members.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Three years secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain student records as needed.
5. Maintain inventory of departmental equipment.

Accounting

6. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
7. Assist Special Education Director with special education budget including development and status throughout the school year.

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8. Prepare purchase orders and payment authorizations; collaborate and correspond with district business office concerning these orders and payment authorizations.
9. Monitor and process personnel time records including leave and professional development requests; compile information and submit to business office.
10. Submit copies of timesheets to district office for issuance of paychecks.
11. Order special education supplies and keeps track of special education budget.
12. Order and maintain all special education office supplies and equipment.
13. Keep a supply of forms readily available.

Other

14. Answer incoming calls, take reliable messages, and route to appropriate staff.
15. Maintain a schedule of appointments for the Director and make travel arrangements for department staff.
16. Assist with the preparation of agendas and materials for meetings and training for department.
17. Receive, sort, and distribute mail and other documents to department staff.
18. Requires significant confidentiality responsibilities due to student, parent, and staff interactions.
19. Maintain calendar of due dates for local, state and federal reports.
20. Work collaboratively with departmental staff.
21. Demonstrate punctuality, good attendance, and work ethic for all duties.
22. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Personal computer, printer, calculator, copier, and fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.