



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant to
Assistant Principal & Assessment

Exemption Status/Test: Nonexempt

Reports to: Campus Principal

Pay Grade/Days: AS03/ 215 days

Dept./School: Assigned Campus

Date Revised: November 2021

PRIMARY PURPOSE:

Under moderate supervision provide routine clerical support for the efficient operation of the school administrative offices and assessment office. Maintain current and accurate confidential student records.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Knowledge of general office procedures Proficient keyboarding and file maintenance skills
Ability to use software to develop spreadsheets and databases, and do word processing
Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice with some direction
Effective organizational, communication, and interpersonal skills
Effective timeline management

Experience:

Three years' experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Provide general clerical support including word processing, data entry, filing, and file maintenance.
2. Maintain complete and accurate student records including test scores.
3. Serve as a resource regarding campus testing.
4. Assist campus administration regarding administration of state and local assessments.
5. Maintain and update, complete and confidential testing databases.
6. Assist campus administration and work with campus personnel to secure documents and records necessary for testing.
7. Assist in the recruitment and training of staff, coordination of distribution of secure materials, collection of secure materials, completion of test related documents, and returning of materials.
8. Assist in the assurance of maintaining appropriate testing environments
9. Reserve and set up testing rooms.
10. Compile, maintain, and file all reports, records, and other documents as required.



HIGHLAND PARK ISD

Office of Human Resources

Reception and Phones

11. Receive incoming calls, take reliable messages, and route to appropriate staff.
12. Assist Assistant Principals with scheduling of meetings and appointments.

Other

13. Receive, distribute, and ensure security and confidentiality of testing materials.
14. Adhere to all established deadlines and timelines.
15. Ensure security of all testing related resources.
16. Maintains confidentiality.
17. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____