



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant to Assistant Principal

Exemption Status/Test: Nonexempt

Reports to: Assistant Principal

Pay Grade/Days: AS03/ 215 days

Dept./School: Assigned Campus

Date Revised: September 2017

PRIMARY PURPOSE:

Ensure efficient operation of the school administrative office and provide reception, clerical services, and accurate timely data entry for school's administrative staff while providing excellent customer service.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Ability to use all Microsoft Office applications, develop spreadsheets, databases, and word processing
Familiarity with student database software such as PEIMS and Skyward preferred
Ability to maintain accurate and auditable records
Knowledge of basic accounting principles Ability to follow verbal and written instructions
Ability to perform a variety of tasks often changing assignment on short notice
Effective organizational, communication, and interpersonal skills

Experience:

Three years' experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare campus communications, correspondence, forms, manuals; and compile, maintain, and file all reports, records, and other documents as required following district standards and requirements.
2. Collect and enter attendance and PEIMS data into an established database and verify accuracy according to prescribed procedures.
3. Assist parents, students, and faculty with questions regarding student attendance. Assist parents in checking students in and out of school.
4. Contact parents/guardians to verify student absences as needed and report attendance problems to designated administrators.
5. Maintain student records according to established procedures.
6. Assist students, teachers, and parents as needed.
7. Receive incoming calls, take reliable messages, and route to appropriate staff.
8. Schedule meetings and appointments and maintain a calendar for assistant principal as needed.



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Accounting and Inventory

9. Prepare deposits for activity account(s). May be responsible for maintenance of activity account ledger(s).
10. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
11. Maintain inventory of supplies and equipment.

Other:

12. Prepare and distribute parking stickers or keys, if required.
13. Assist with the receipt and distribution of student materials, including homework requests, as needed.
14. Sort, distribute, and deliver mail and other documents, if required.
15. Maintain confidentiality.

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: _____