HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Administrative Assistant to Assistant Superintendent for Education Services

Exemption Status/Test: Nonexempt

Reports to: Assistant Superintendent of Education Services

Pay Grade/Days: AS06/ 230 days

Dept./School: Education Services

Date Revised: November 2019

PRIMARY PURPOSE:

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Knowledge/Skills/Abilities:

Knowledge of school district organization, operations, and administrative policies
Ability to read and comprehend instructions, correspondence, and memos
Ability to make independent decisions regarding planning, organizing, and scheduling
Excellent public relations, organization, communication, and interpersonal skills
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to multi-task numerous complex administrative activities

Experience:

3 years or more advanced secretarial experience with extensive contact with people

MAJOR RESPONSIBILITIES AND DUTIES:

Clerical Support

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.

Reception and Phones

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators.

Policy, Reports, and Correspondence

6. Compile pertinent data used to prepare various required state and local reports.
7. Prepare purchase orders and payment authorizations as directed.
8. Monitor budget expenditures.
9. Compile, maintain, and file all reports, records, and other documents as required.

Other

10. Comply with policies established by federal and state laws and regulations, and local board policy.
11. Assist Education Services with specialized projects.
12. Maintain confidentiality.
13. 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; multi-line phone system
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions; 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; occasional districtwide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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: _____