



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Admin Assistant to Deputy Superintendent

Exemption Status/Test: Nonexempt

Reports to: Deputy Superintendent

Pay Grade/Days: AS 6 230 days

Dept./School: Central Administration

Date Revised: January 2025

PRIMARY PURPOSE:

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator(s) 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. Prepares correspondence, forms, manuals, reports, presentations, and other documents for the administrator(s) assigned.
2. Schedule appointments and maintain calendars for administrator(s).
3. Make travel arrangements including making hotel reservations and turning in conference registration forms for assigned administrator(s).
4. 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.
6. Policy, Reports, and Correspondence.
7. Compile pertinent data used to prepare various required state and local reports.
8. Prepare purchase orders and payment authorizations as directed.
9. Monitor budget expenditures.
10. Compile, maintain, and file all reports, records, and other documents as required.



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Other

11. Comply with policies established by federal and state laws and regulations, and local board policy.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures
14. Performs other duties as assigned.

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; occasional district wide travel

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: _____