



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant to Principal

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade/Days: AS04/ 215 days ES; AS05/230 days MIS, HPMS, HPHS

Dept./School: Assigned Campus

Date Revised: June 2019

PRIMARY PURPOSE:

Ensure efficient operation of the school administrative office and provide clerical services for the school's administrative staff.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Proficient keyboarding and file maintenance skills
Ability to use software to develop spreadsheets, databases, and do word processing
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, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials as requested.
2. Assist the campus staff member responsible for substitutes with a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to the central office according to established procedures and deadlines.
3. Maintain a school calendar of events.
4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.
5. Assist the campus principal and Campus Safety Committee with the development and maintenance of safety operations, policies, and procedures.



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Reception and Phones

6. Receive incoming calls, take reliable messages, and route to appropriate staff.
7. Assist students, teachers, and parents as needed.
8. Schedule meetings and appointments and maintain a calendar for principals.

Accounting and Inventory

9. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
10. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
11. Assist with the campus gifting process and follow district procedures regarding gifting.
12. Maintain inventory of fixed assets, equipment, and supplies.
13. Assist with the submission and tracking of campus work orders in coordination with campus facilities.
14. Other
15. Assist with planning, preparation, and setup of faculty meetings and campus activities.
16. Sort, distribute, or deliver mail and other documents.
17. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
18. 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: _____