HIGHLAND PARK ISD

Office *of* Human Resources

Job Title: Administrative Assistant for Special Programs

Exemption Status/Test: Nonexempt

Reports to: Director of Special Programs

Pay Grade/Days: AS05/ 230 days

Dept./School: Special Programs

Date Revised: September 2018

PRIMARY PURPOSE:

Assist the special programs administration in the organization and management of routine work activities and provide clerical support.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Knowledge/Skills/Abilities:

Ability to use all Microsoft Office applications, develop spreadsheets, databases, and word processing
Ability to maintain accurate and auditable records
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
Effective timeline management

Experience:

Three years' experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare correspondence, memorandums, forms, reports, and manage emails for the Assistant Superintendent for Curriculum and Instruction and Special Programs.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Develop and maintain spreadsheets and databases pertaining to the department.
4. Maintain inventory, supplies and resources necessary for office operations, as needed.
5. Adhere to all established deadlines and timelines.
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 special programs staff as needed.
9. Maintain confidentiality.

Accounting

10. Perform routine department bookkeeping/budget tasks.
11. Assist with the preparation of purchase orders and payment authorizations.

12. Monitor and process department personnel time records including leave requests and AESOP reports; compile information and submit to the central office.

Office Management

13. Answer incoming calls, take reliable messages, and route to appropriate staff.
14. Assist the Assistant Superintendent for Curriculum and Instruction and Special Programs with scheduling, projects and communication in a timely manner.
15. Maintain a schedule of appointments and make travel arrangements for the Assistant Superintendent for Curriculum and Instruction and Special Programs.
16. Receive, sort, and distribute mail and other documents to department staff.
17. Arrange a variety of meetings and reserve appropriate meeting rooms, manage refreshments, equipment, etc.
18. Provide substitute and summer schedule coverage of Administration Building Front Desk receptionist duties.
19. Other duties as assigned by the Director of Special Programs.

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
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: _____