



HIGHLAND PARK ISD

Office of Human Resources

Job Title: MAPS Support Specialist

Exemption Status/Test: Nonexempt

Reports to: Executive Director of Moody
Innovation Institute

Pay Grade/Days: AS05/195 days

Dept./School: Education Services

Date Revised: June 2023

PRIMARY PURPOSE:

Provide support and assistance for the efficient operations of MAPS focusing on events and programs that align with the MII brand and HPISD. Perform general bookkeeping and maintain financial records for MII programs.

QUALIFICATIONS:

Education/Certification:

High School diploma

Knowledge/Skills/Abilities:

Knowledge of bookkeeping principles and practices
Proficient in keyboarding, 10-key numerical data entry, and file maintenance
Ability to use software to develop or maintain spreadsheets and do word processing
Ability to maintain accurate and auditable records
Ability to work with numbers in an accurate and rapid manner to meet established deadlines
Knowledge of event and program management
Knowledge of branding practices
Effective organization, communication, and interpersonal skills
Ability to understand and follow detailed written and verbal instructions

Experience:

Minimum 2 years' experience clerical office experience
5 years' experience in event programming and execution preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct MAPS visitors.
3. Assist parents in obtaining information regarding MAPS.
4. Receive, sort, and distribute mail, messages, documents, and other deliveries.

Accounting

5. Maintain complete and systematic records of MAPS financial transactions according to established procedures and HPISD accepted accounting principles.
6. Process and account for all money generated and distributed in school-sponsored activities, including receipt of cash and preparing and making cash deposits.



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7. Process and receive on purchase orders, credit purchases, and/or check requests.
8. Maintain inventory of campus fixed assets, equipment, and supplies.

Records

9. Prepare monthly and other periodic MII financial reports.
10. Assist with MII budget preparation.
11. Manage facilities by coordinating and scheduling MAPS spaces.

Operations

12. Organize, prepare, and make arrangements for MII events; including MAPS, MESA, and STEAM.
13. Provide assistance with oversight of Scottie Joe's.
14. Process and arrange for staff or student travel requests.
15. Follow branding efforts for MII events in coordination with district communications staff.
16. Assist MII staff and HP Education Foundation in communications regarding fundraising efforts associated with MII programs.
17. Assist students, parents, and MAPS staff regarding daily operations.
18. Provide clerical assistance as needed including assisting with the scheduling of appointments.
19. Compile, maintain, and file all reports, records, and other documents as required.
20. Maintain confidentiality.
21. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Multi-line phone system; 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: _____