



## **Administrative Assistant to Assistant Superintendent Job Description**

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**Job Title:** Administrative Assistant to Assistant Superintendent

**Reports to:** Assistant Superintendent of Curriculum, Instruction, and Assessment

**Dept./School:** Curriculum, Instruction, and Assessment/Central Administration

### **Primary Purpose:**

Organize and manage the routine work activities of an administrative department office and provide clerical services to the assistant superintendent and other staff members. Communicate frequently with employees, administrators, and outside agencies.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED

#### **Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

#### **Experience:**

Three years secretarial experience, preferably in a public education environment

### **Major Responsibilities and Duties:**

#### **Records, Reports, and Correspondence**

1. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations as assigned for the Assistant Superintendent, Instructional Coordinators, and other departmental and district staff members.
2. Compile pertinent data as needed for preparing federal and state grant applications including compliance reports.
3. Maintain accurate administrative records and prepare required reports as needed.
4. Process registration and maintain records of attendance for department and district meetings including professional development.
5. Assist with state, local, and AP testing as required.
6. Regularly update knowledge of state assessments and state and federal accountability systems in order to respond to requests for information from teachers and administrators.



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7. Regularly update expertise in DMAC system to provide assistance and training to teachers and administrators.
8. Enter and maintain teacher and administrator information in TEKS Resource System and assist them in the use of the resource.
9. Obtain consultant and programmatic contracts for board approval.

### **Accounting/Budgets**

10. Compile budget and cost estimates based on documented program needs.
11. Responsible for generating department requisitions from High School Allotment, Title I, II, III and general funds, and purchase orders.
12. Assist in the preparation of and management of the department budget, each fiscal year, for the administration and general instructional functions.
13. Assist in the management of fixed assets of the department.

### **Staff Development**

14. Assist with arrangements including organizing, scheduling, developing, and copying materials for all district staff development.
15. Assist in the preparation and organization of district ceremonies, workshops, and staff development as needed
16. Coordinate all departmental out of district professional development including preparing the requisitions in Skyward, registering participants, reserving lodging and district travel, and providing participants with trip details.
17. Serve as a point of contact for staff development presenters/consultants and participants to ensure all necessary arrangements for training or office meetings are complete.
18. Operate and maintain the district MIS professional development site by entering all workshops/sessions and maintain accurate teacher registration information.
19. Provide refreshments for meetings as required.

### **Other**

20. Order, store, and distribute departmental supplies and equipment.
21. Order campus supplies funded by federal funds or departmental general funds.
22. Support district campuses by providing them with requested materials and supplies.
23. Answer incoming calls, take reliable messages, and route to appropriate staff.



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24. Schedule meetings and appointments and maintain a calendar of events for the assigned administrator or supervisor.
25. Assist teachers, parents, and students and direct them to appropriate district personnel.
26. Assist in communicating necessary information from the department to other district departments and campuses.
27. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
28. Maintain confidentiality of information.
29. Other duties as assigned.

### **Supervisory Responsibilities:**

None.

### **Equipment Used:**

Personal computer, printer, calculator, copier, scanner, and fax machine.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_