

Flour Bluff Independent School District Job Description

JOB TITLE: Administrative Assistant to the Associate Superintendent for Curriculum & Instruction

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Associate Superintendent for Curriculum & Instruction

DATE REVISED: 12/06

PRIMARY PURPOSE:

- To facilitate the efficient operation of the Associate Superintendent for Curriculum & Instruction's office by providing clerical services to this position and Board of Trustees. To work under general supervision and handle confidential information and frequent contact with all levels of district employees, outside agencies, and the public.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations
- Experience in general clerical skills: typing, word processing, office machines
- Such alternatives to the above qualifications as the Superintendent and/or Board of Trustees may find appropriate and acceptable

MAJOR RESPONSIBILITIES AND DUTIES:

1. Performs the usual office routines and practices associated with a productive and smoothly run Associate Superintendent for Curriculum & Instruction office.
2. Obtains, gathers, and organizes pertinent data as needed, puts data into usable form, and/or prepares reports as needed.
3. Assists in preparation and posting of official board meeting notices.
4. Assists in gathering information for and preparing board meeting agendas.
5. Prepares agendas and record minutes of executive staff meetings as required.
6. Types all correspondence, memos, and reports for the Associate Superintendent for Curriculum & Instruction office.
7. Proofreads materials for district-wide publication.
8. Maintains a regular filing system, as well as a set of locked confidential files.
9. Maintains all records required by policy, regulation, law or good practice.

10. Maintains and ensures confidentiality of information for the office of the Associate Superintendent for Curriculum & Instruction.
11. Reviews mail and makes necessary distribution.
12. Classifies, sorts and files correspondence or other data.
13. Maintains office mailing lists of community resource persons and suppliers.
14. Collates and assembles printed matter.
15. Operates the following machines: Personal computer, typewriter, calculator, copy machine, fax machine.
16. Assists in making travel arrangements and organizes visits from outside officials.
17. Assists in making arrangements and reservations for Associate Superintendent for Curriculum & Instruction, superintendent and board members.
18. Submits requests of expenses for Associate Superintendent for Curriculum & Instruction.
19. Renews subscriptions and memberships and keep accurate records regarding such.
20. Orders and maintains supplies as needed.
21. Performs any bookkeeping tasks associated with the specific position.
22. Places and receives telephone calls and record messages.
23. Schedules appointments and maintain calendar.
24. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with pre-determined policy.
25. Responds to routine inquiries from staff and public. Refers appropriate inquiries or problems to the Associate Superintendent for Curriculum & Instruction.
26. Adheres to proper channels when communicating ideas, problems, correspondence, etc.
27. Keeps informed of and complies with state and district policies and regulations concerning primary job functions.
28. Projects a professional image through demeanor and dress.
29. Participates in the development of improved methods of operations.
30. Assists in updating Board Policy Manuals throughout the district.
31. Provides Notary Public services for school business.
32. Undertakes additional duties as assigned.

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 districtwide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.