



Flour Bluff Independent School District Job Description

JOB TITLE: Administrative Assistant to the Superintendent

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Superintendent

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- To facilitate the efficient operation of the superintendent's office by providing clerical services to the Superintendent 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. To coordinate the work of the administrative secretarial pool.

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, computer applications.
- 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 smoothly run superintendent's office.
2. Obtains, gathers, and organizes pertinent data as needed, puts data into usable form, and/or prepares reports as needed.
3. Prepares and posts official board meeting notices.

4. Gathers information for and prepares board meeting agendas.
5. Delivers agenda packets to board members.
6. Mails copy of meeting notices to media.
7. Prepares board room for board meetings.
8. Attends and tapes record board meetings.
9. Prepares board meeting minutes.
10. Maintains file of board meeting records.
11. Prepares agendas and records minutes of executive staff meetings as required.
12. Types all correspondence, memos, and reports for superintendent's office.
13. Maintains a regular filing system, as well as a set of locked confidential files.
14. Maintains all records required by policy, regulation, law or good practice.
15. Maintains and ensures confidentiality of information for the office of the superintendent.
16. Reviews mail and makes necessary distribution.
17. Classifies, sorts and files correspondence or other data.
18. Maintains office mailing lists of community resource persons and suppliers.
19. Collates and assembles printed matter.
20. Operates the following machines: Personal computer, calculator, copy machine, fax machine.
21. Assists in making travel arrangements and organizes visits from outside officials.
22. Arranges reservations for superintendent and board members.
23. Submits requests of expenses for superintendent and board members.
24. Renews subscriptions and memberships and keep accurate records regarding such.
25. Orders and maintains supplies as needed.
26. Performs any bookkeeping tasks associated with the specific position.
27. Places and receives telephone calls and record messages.
28. Schedules appointments and maintains calendar.
29. Schedules district-wide use of Administration Building Board Room.
30. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with pre-determined policy.
31. Responds to routine inquiries from staff and public. Refer appropriate inquiries or problems to superintendent.
32. Adheres to proper channels when communicating ideas, problems, etc.
33. Keeps informed of and complies with state and district policies and regulations concerning primary job functions.
34. Projects a professional image through demeanor and dress.
35. Participates in the development of improved methods of operations.
36. Updates Board Policy Manuals.
37. Provides Notary Public services for school business.
38. Coordinates the secretarial pool in the central administrative office for special projects.
39. 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.