Flour Bluff Independent School District Job Description

JOB TITLE: Administrative Assistant to the Director of Federal & State Programs/Director of CTE, Assessment and Accountability

WAGE/HOUR STATUS: Nonexempt
NUMBER OF DAYS: 227
REPORTS TO: Director of CTE
DATE REVISED: 09/2026

PRIMARY PURPOSE:
Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the public.

QUALIFICATIONS:
High School Diploma or G.E.D.
General clerical skills, data entry, record keeping

Special Knowledge/Skills:

- Knowledge of school district organization, operations, and administrative policies
- Ability to read and comprehend instructions, correspondence, and memos
- Ability to make independent decisions regarding planning, organizing, and scheduling
- Excellent public relations, organization, communication, and interpersonal skills
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to multi-task numerous complex administrative activities

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.

2. Schedule appointments and maintain the administrator's calendar.
3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
4. Make travel arrangements including making hotel reservations and turning in conference registration forms.
5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators.
6. Compile pertinent data used to prepare various required state and local reports.
7. Prepare purchase orders and payment authorizations as directed.
8. Inventories supplies and equipment and initiates requisitions for needs in accordance with the district-wide purchasing procedure.
9. Compile, maintain, and file all reports, records, and other documents as required.
10. Comply with policies established by federal and state laws and regulations, and local board policy.
11. Assists with researching, compiling, and maintaining documentation for federal and state grants.
12. Takes and prepares minutes of meetings.
13. Maintain confidentiality.
14. Follow district safety protocols and emergency procedures.
15. Perform other 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.