

Job Description Form

Job Title

Date

Administrative Assistant - District

Created/Updated on: 11/20/2025

Department/Business Unit

Supervisor

District Office (Central Education Center)

Superintendent, Human Resources Coordinator,
Special Education Director, Business Manager

Purpose of Job

To provide assistance and support to district administration while keeping confidentiality a priority. Ability to perform work at a high level of independence in an effective, efficient, and trustworthy manner.

Responsibilities

1. Special Education
 - a. Maintain/file all confidential records for special education students.
 - b. Process purchase orders for special education staff and coordinator.
 - c. Maintain special education student management system.
 - d. Provide assistance to the Special Education Director, staff, and students in conducting the overall operation of the special education department.
 - e. Work directly with staff, parent(s)/guardian(s), Special Education Director in a confidential and reliable manner.
 - f. Verify Due Process paperwork.
 - g. Maintain third party billing.
 - h. Provide assistance in conducting the overall operation of the Special Education department.
2. Superintendent and School Board
 - a. Collaborate with the Superintendent to provide assistance for School Board functions, such as meeting agendas, elections, policy revisions, etc.
 - b. Provide administrative support to the Superintendent.
3. Provide support in business functions, such as accounts payable, accounts receivable, Food Service, Transportation, etc.
4. Provide assistance to the Human Resources Coordinator in maintaining and updating employee records.
5. Assist with district office functions when needed.
6. Demonstrate a strong understanding of database entry and manipulation along with competencies in multiple forms of technology use.
7. Work in a confidential and reliable manner.
8. Employee is responsible to be knowledgeable about all district policies.

Job Qualifications

1. High school diploma or GED.
2. Knowledge of general office procedures and practices.
3. Proficiency in the use of technology.
4. Must possess organizational skills.
5. Must be self-motivated and able to work independently.
6. Must be detail-oriented with a focus on accuracy.
7. Must be able to maintain the highest level of confidentiality.

Additional Information

This job description is not intended to be all-inclusive, and the organization reserves the right to revise or change job duties as the need arises.