

Aledo ISD Job Description

Administrative Assistant - Principal

Job Title: Administrative Assistant – Principal

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: 10/07/2026

Dept./School: Assigned Campus

Primary Purpose:

Ensure efficient operation of the school administrative office and provide clerical services for the school's administrative staff. Maintain a professional, welcoming, and inviting office environment for students, staff, parents, volunteers and school visitors.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

- Proficiency in Microsoft Office, Google Workspace, and other relevant digital platforms
- Ability to create, manage, and maintain spreadsheets, databases, and electronic records
- Ability to maintain accurate, organized, confidential, and auditable records
- Working knowledge of basic accounting and financial procedures
- Ability to interpret and follow verbal and written instructions
- Ability to manage multiple priorities, adapt to changing demands, and meet deadlines
- Strong organizational, communication, problem-solving, and interpersonal skills
- Ability to work independently and collaboratively with attention to detail and accuracy

Major Responsibilities and Duties:

Records, Reports, and Correspondence

- Prepare and distribute campus communications, correspondence, reports, forms, purchase orders, and instructional materials in accordance with district procedures.
- Monitor and maintain staff attendance, substitute records, leave requests, and timekeeping documentation; ensure accurate and timely submission of required reports.
- Coordinate and maintain the campus calendar, including school events, meetings, and activities.
- Maintain accurate, organized, and confidential student and campus records in accordance with district policies and applicable regulations.



Accounting and Inventory

- Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
- Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
- Maintain inventory of fixed assets, equipment, and supplies.

Other

- Assist with planning, preparation, and setup of faculty meetings and campus activities.
- Sort, distribute, or deliver mail and other documents.
- Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
- Maintain confidentiality.
- Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

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; 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

Mental Demands: Work with frequent interruptions; maintain emotional control under stress



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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.

Employee Signature

Date

Supervisor Signature

Date

