

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	EXECUTIVE ASSISTANT III			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	NIS 8	DUTY DAYS:	260	DATE REVISED:	12/05/2025 HC
FUNDING SOURCE:	THIS POSITION IS PARTIALLY OR FULLY FUNDED THROUGH LOCAL AND/OR GRANT SOURCES. CONTINUED EMPLOYMENT IN GRANT-FUNDED POSITIONS IS CONTINGENT UPON AVAILABILITY OF FUNDS.				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Associate degree or up to two (2) years of college is preferred. Incumbent must have a minimum of five (5) years of related experience.

SKILL REQUIREMENTS:

This position requires the incumbent to have a strong knowledge of office practices and procedures and office equipment. Incumbent should have advanced computer and internet research skills, excellent interpersonal and customer service skills, and the ability to work well with all levels of administrators and staff as well as external customers. Incumbent should have the ability to communicate effectively, work independently on projects, perform, and prioritize multiple tasks seamlessly with excellent attention to detail, work under pressure on occasion, and handle confidential matters with discretion. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students

JOB PURPOSE AND RESPONSIBILITY:

Incumbent performs a variety of advanced administrative duties and serves as the primary contact for the office of the Chief Officer.

ESSENTIAL FUNCTIONS:

- Confers with the Superintendent, Board Members, Administrators, Legislators, other governmental officials, and the general public by telephone and in person on matters pertaining to policies, regulations, and rules of the operation of the Austin ISD.
- Takes and transcribes dictation of correspondence, notes, reports, minutes, and the like addressed to the above-stated individuals.
- Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Independently prepares a variety of materials involving research such as telephone surveys of other major school districts, salary surveys and calculations and statistical reports.
- Monitors budgets for the division or office.
- Accumulates and tabulates as necessary all Board and Cabinet agenda items which will be submitted by the Division.
- Maintains appointment schedules, screens appointments for appropriateness, and makes necessary arrangements for travel and conferences.
- Makes all necessary arrangements for Division's conferences and large meetings.
- Opens, screens, and distributes mail and maintains logs of distributions which require responses.

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- Prepares responses for signature correspondence which conforms to rules and regulations of the Austin ISD.
- Greets visitors and callers and screens visitors and callers for the Chief Officer.
- May train and oversee the work of other clerical staff.
- Maintain strict confidentiality of privileged information.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally performed in a standard office environment. Duties require meeting schedules and working under pressure with frequent interruptions and dealing with individuals unhappy with situations within the school district. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to an Officer or other administrative designee comparable to an Officer. The incumbent may train and oversee the work of others on occasion. Incumbent will provide guidance to and consult frequently with the Superintendent and Superintendent's Office, Administrators, office personnel, and school personnel as well as a wide variety of government agencies and officials, groups, organizations, individuals, and the general public and news media.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

Employee Signature:

Date: