AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ADMINISTRATIVE ASSISTANT**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 5**	DUTY DAYS:	**260**	DATE REVISED:	**12/11/2025 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 the incumbent to have a high school diploma or equivalent. Two (2) years of related experience is required. Proficiency in Microsoft Office, including Excel and Word, is required. At the elementary level, Administrative Assistants will be required to take and pass a bookkeeping test with a minimum score of 70. The exam will be administered by the Department of Talent Strategy.

SKILL REQUIREMENTS:

This position requires the incumbent to have well developed general office skills to include keyboarding, data entry, word processing, and file maintenance. The incumbent must have the ability to use software to develop spreadsheets and databases and must be proficient in Microsoft Office Suite. The incumbent must have thorough understanding of District policies and programs of the campus or department and be able to communicate these policies and programs both verbally and in written form. Incumbent must be able to prioritize and multi-task in a fast-paced office environment. This position requires the ability to operate office equipment such as district computers, calculators, and copiers. This position requires the ability to maintain accurate and auditable records. Incumbent should have strong interpersonal skills and communication skills and be able to respond to inquiries from parents, teachers, students, administrators and/or staff members. 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 wide range of administrative duties on a campus or in the AISD department office setting. Under moderate supervision, the incumbent will organize and manage the routine work activities of a supervisor and provide clerical support to a supervisor and other staff members.

ESSENTIAL FUNCTIONS:

- Screen, direct telephone calls and greet visitors (e.g., determine the nature of the visit or call and direct them to the appropriate person or take messages as necessary).
- Compile, maintain, retrieve, organize, file reports, correspondence, student records, and other documents.
- Ability to check, post, and count funds.
- Maintain the calendar, schedule meetings and appointments, book conference rooms, order refreshments, prepare agenda minutes, materials, set up facilities and arrange equipment.
- Make travel arrangements for office personnel and staff attending conferences or out of town events.
- Prepare correspondence, memos, letters, forms, reports, manuals, and presentations.

- Perform specialized duties of office (e.g., receive maintenance requests and dispatch repairmen, process mail, copy or laminate materials).
- Research, gather, record, and report special program data. May develop spreadsheets and databases.
- Troubleshoot problems involving office equipment, such as copier, facsimile machine, and computer hardware and software.
- Responsible for the coordination of the office details to which the incumbent is assigned. Order, receive, maintain inventory, and distribute office supplies; restock supply room, as necessary.
- Perform routine bookkeeping tasks and maintain department budget records. Prepare and process department purchase orders and payment authorizations.
- Monitor and process personnel time records including leave requests and reports and submit in accordance with District procedures.
- Maintain confidentiality at all times with department and campus information.
- May assist with student enrollment and withdrawal and other office duties.
- May prepare payroll, and assist in preparation of the budget, and other technical reports.
- 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:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

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

PERSONAL WORK RELATIONSHIPS:

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Incumbent is supervised by a campus or department administrator and responds to requests from faculty, staff, parents, and the general public. Work is reviewed and proofread by supervisor or other staff. Incumbent will have contact with faculty and staff, co-workers, and the general public.

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:**	