AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**EXECUTIVE ASSISTANT II**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**NIS 7**	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. Incumbent must have a minimum of four (4) years of related experience.

SKILL REQUIREMENTS:

This position requires the incumbent to have knowledge of office practices and procedures and office equipment. Incumbent should be familiar with types of business correspondence, report preparation and composition techniques. Incumbent should have strong 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 must have excellent communication, organizational, and time management skills. 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:

Under the general direction of the department head, the incumbent performs a variety of complex administrative duties which include problem solving and the handling of time sensitive and confidential information.

ESSENTIAL FUNCTIONS:

- Establish and maintain annual, monthly, and daily calendars of activities for the office.
- Collect and assemble information for the office budget.
- Assemble, organize, and present data required by the department head to make decisions.
- Schedule and obtain facilities, participants, materials and amenities for meetings, conferences, visitors, and the supervisor's travel.
- Composes routine and difficult correspondence, types of correspondence, minutes, and reports.
- Greets visitors and callers and screens visitors and callers for the department head.
- Research, compiles, and prepares material for presentation to the Superintendent, Board or other district staff as assigned.
- May assist in training, monitoring, and guiding other clerical staff.
- Maintain strict confidentiality of privileged information.

- Work with a high-level of independence.
- Establish and maintain effective relationships with those contacted in the course of work.
- 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. All employees are expected to comply with lawful directives in rare situations driven by need.

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; Extensive walking may occur, 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 15-44 pounds)

Environment: Standard office setting

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the department head or designee. Incumbent will consult frequently with other Austin ISD staff, as well as outside agencies and vendors. Incumbent may assist in training and guiding other clerical staff.

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:**	