

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	EXECUTIVE ASSISTANT II			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	NIS 7	DUTY DAYS:	260	DATE REVISED:	02/27/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

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 general direction of the department head, 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.

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- 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 and focus on achieving equitable outcomes.

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:

Work is generally performed in a standard office environment. 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 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 & acknowledge the job description above.

Employee Signature:

Date: