

## Beeville ISD Job Description

## Administrative Assistant - Afterschool Program

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**Job Title:** Administrative Assistant

**Exemption Status/Test:** Nonexempt

**Reports to:** Program Coordinator

**Date Revised:** 08/2025

**Dept./School:** Elementary School

**Pay:** \$25.00 an hour

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### Primary Purpose:

Under moderate supervision organize and manage the routine work activities of a central administrative department office for the Afterschool Programs. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the public.

### Qualifications:

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient skills in keyboarding, data entry, word processing, and file maintenance

Ability to use software to develop spreadsheets and databases and do word processing

Knowledge of school district organization, operations, and administrative policies

Ability to make independent decisions regarding planning, organizing, and scheduling

Ability to prioritize workflow to address the multiple needs of the supervisor or the department

Ability to multi-task numerous complex administrative activities

Basic math skills

Excellent public relations, organization, communication, and interpersonal skills

**Experience:**

Secretarial experience preferable in public education.

### Major Responsibilities and Duties:

#### Records, Reports, and Correspondence

1. Answer incoming calls and greet visitors. Respond to routine inquiries from the public and staff and refer appropriate inquiries or problems to (cabinet-level administrator) or other administrators.

#### Accounting

1. Monitor and process personnel time records.
2. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
3. Maintain confidentiality of information.

### Supervisory Responsibilities:

None.

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### **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 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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_