BRAZOSPORT ISD JOB DESCRIPTION

Central Administration

Job Title: Administrative Assistant

Reports to: Cabinet-level Administrator Assigned

Dept./School: Central Office

Employment Type: Nonexempt

Pay Grade: Clerical / Para 6

Days: 229

Primary Purpose:

Work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies
Ability to read and comprehend instructions, correspondence, and memos
Ability to make independent decisions regarding planning, organizing, and scheduling
Excellent public relations, organization, communication, and interpersonal skills
Ability to use software to develop spreadsheets, perform data analysis, and do word processing
Ability to multi-task numerous complex administrative activities

Experience:

3 years or more advanced secretarial experience with extensive contact with people

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: *FFH (EXHIBIT)*
District Contact for Title IX
District Contact for Americans with Disabilities Act (ADA) & Section 504
Employment/Employees/Public*: DIA (EXHIBIT)*
District Contact for Title IX, Americans with Disabilities Act (ADA) / Section 504.
Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

Job Specific Requirements:

Major Responsibilities and Duties:

Clerical Support

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.

2. Schedule appointments and maintain the administrator's calendar.

3. Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.

4. Make travel arrangements including making hotel reservations and turning in conference registration forms.

Reception and Phones

5. 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.

Policy, Reports, and Correspondence

6. Compile pertinent data used to prepare various required state and local reports.

7. Prepare purchase orders and payment authorizations as directed.

8. Compile, maintain, and file all reports, records, and other documents as required.

Other

9. Comply with policies established by federal and state laws and regulations, and local board policy.

10. Maintain confidentiality.

Working Conditions:

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 district wide 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.

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