



# CLEVELAND

## INDEPENDENT SCHOOL DISTRICT

### *Job Description*

1901 E. HOUSTON STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

|             |                                       |            |            |
|-------------|---------------------------------------|------------|------------|
| TITLE:      | Administrative Assistant - Department | STATUS:    | Non-Exempt |
| REPORTS TO: | Chief Operations Officer              | TERMS:     | 214 Days   |
| DEPARTMENT: | Administration                        | PAY GRADE: | CL6        |

#### PRIMARY FUNCTION

Work under minimal supervision to ensure the efficient, high-level operation of the Chief Operations Officer's office and the departments reporting to the COO. Serve as a trusted, confidential extension of the COO — managing complex scheduling, high-stakes correspondence, budget and procurement oversight, and cross-departmental coordination. Exercise independent judgment on routine and time-sensitive matters, exhibiting sound decision-making that reflects the priorities and standards of the COO's office

#### QUALIFICATIONS

##### Education/Certification:

- High school diploma or GED required
- Associate's degree or higher in business administration or related field strongly preferred

##### Special Knowledge/Skills:

- Advanced knowledge of school district organization, operations, and administrative policy
- Ability to read, interpret, and independently act on instructions, correspondence, and reports with minimal direction
- Ability to make independent decisions regarding planning, prioritization, and scheduling on behalf of the COO
- Exceptional public relations, communication, and interpersonal skills, including with the Board, senior leadership, and the public
- Advanced proficiency in Microsoft Office Suite, Google Workspace, Frontline, and district financial/purchasing systems
- Strong data analysis and spreadsheet development skills
- Ability to train and mentor administrative staff on office procedures and systems
- Ability to manage multiple high-priority, concurrent projects with precision and discretion
- Ability to maintain strict confidentiality regarding sensitive district, personnel, and financial matters

**Experience:**

- Four or more years of progressively responsible administrative/executive support experience, preferably in a school district or public sector organization
- Demonstrated experience managing budgets, procurement, or departmental operations preferred

**EVALUATION**

- Performance will be evaluated annually in accordance with the Board's policy on evaluation of personnel.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as the primary executive-level administrative support to the Chief Operations Officer.
- Manage the COO's calendar, schedule, and meeting logistics, exercising independent judgment to prioritize competing demands.
- Draft, edit, and finalize correspondence, memoranda, reports, and presentations on behalf of the COO, often on sensitive or time-critical matters.
- Serve as a liaison between the COO's office and department leaders, staff, board members, and outside agencies.
- Oversee and process requisitions, purchase orders, and budget tracking for the COO's office and all departments reporting to the COO.
- Monitor account balances, reconcile discrepancies, and coordinate with Finance to ensure budgetary accuracy across departments.
- Maintain and organize confidential records, files, and databases for the COO's office.
- Screen and route high-volume communications, exercising discretion in determining urgency and appropriate handling.
- Coordinate complex travel arrangements, conference registrations, and reimbursements for the COO and department leadership.
- Lead coordination of departmental events, initiatives, and training logistics.
- Provide guidance and work direction to department-level administrative staff as needed.
- Serve as the lead administrative trainer for all clerical/secretarial staff in the Operations Department, developing and delivering training on district systems, procedures, and office standards.
- Anticipate the needs of the COO's office and proactively resolve issues before escalation.
- Adhere to professional and ethical standards in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
- Maintain confidentiality at all times.
- Reliable attendance and punctuality.
- Ability to work an occasional flexible schedule, including early mornings, evenings, or adjusted hours, as needed to complete time-sensitive work.
- Follow district safety protocols and emergency procedures.
- Participate in staff development activities to improve job-related skills.
- Attend and participate in staff meetings and serve on committees as required.
- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Perform other duties as assigned by the Chief Operations Officer and the Superintendent of Schools.

## WORK ENVIRONMENT

### **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, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 25 pounds)

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; exercise independent judgment under pressure

**Environment:** Indoors including but not limited to: classroom, cafeteria, library, or other campus location. Outdoors (exposure to sun, heat, cold, and inclement weather). Exposure to noise. May work prolonged or irregular hours. A remote location in the event of a declared emergency, temporary closure, or closure. Personal Protective Equipment may be required.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

**Special Funding:** If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Employee Signature

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Date