CLEVELAND
INDEPENDENT SCHOOL DISTRICT
Job Description

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

TITLE:	**Administrative Assistant, Teaching and Learning**	**STATUS:**	**Non-Exempt**
REPORTS TO:	**Chief Academic Officer**	**TERMS:**	**214 Days**
DEPARTMENT:	**Teaching and Learning**	**PAY GRADE:**	**CL5**

PRIMARY FUNCTION
Ensure efficient operation of the administrative office and provide clerical services for the department.

QUALIFICATIONS
Education/Certification:
HS Diploma or GED

Special Knowledge/Skills:
Strong organizational skills and attention to detail
Excellent communication and interpersonal skills
Proficiency in Microsoft Office, Google and other relevant software applications
Ability to work independently and collaboratively in a fast-paced environment
Strong communication skills that establish positive, collaborative working relationship with and among students, staff, parents and the community

Experience:
Two (2) years clerical experience in a similar role, preferably in an educational setting

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

ESSENTIAL JOB FUNCTIONS:
1. Assist department staff in preparing requisitions, verifying available funds and authorizations before purchase, and maintaining accounts.
2. Process requisitions, travel requests and purchase orders as directed and in accordance with established procedures.
3. Reserve district vehicles as needed for travel.
4. Contact vendors to check on supply, invoices, purchase orders, contracts, and other issues as directed.
5. Detects and resolves problems with incorrect orders, invoices, and shipments.

6. Prepare department communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements.
7. Monitor and process department time records including leave requests and reports.
8. Receive and input all Extra Time timesheets for the department into budget spreadsheets and provide approved documents to the Payroll department.
9. Compile information and submit to the central office according to established procedures and deadlines.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Create and modify conference room and professional development room(s) reservation requests.
12. Assist with monitoring federal grant budgets and maintain accurate records of expenditures.
13. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
14. Maintain inventory of fixed assets, equipment, and supplies.
15. Receive, distribute, and ensure security and confidentiality of all documents.
16. Sort, distribute, or deliver mail and other documents.
17. Assist campus staff with requisitions and all applicable information and documentation.
18. Process and handle adjustments to requisitions, travel requests and expense reimbursements
19. Adhere to professional and ethical standards, in accordance with generally accepted community standards and the Texas Education Agency Code of Ethics.
20. Develop needed professional skills appropriate to job performance.
21. Maintain confidentiality.
22. Reliable attendance and punctuality.
23. Follow district safety protocols and emergency procedures.
24. Participate in staff development activities to improve job-related skills.
25. Attend and participate in staff meetings and serve on staff committees as required.
26. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
27. Perform other duties as assigned by supervisor and the Superintendent of Schools.

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)
Environment: May work prolonged or irregular hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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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 Date