Crandall Independent School District
Job Description

Job Title:	**Administrative Assistant to Chief Academic Officer**	**Wage/Hour Status:**	Non-Exempt
Reports To:	Chief Academic Officer	**Date Revised:**	February 7, 2022
Dept./School:	Administration Building		

Primary Purpose:

Assist with daily operations of the curriculum and instruction office and provide clerical services to Chief Academic Officer, Curriculum Specialist and Directors/Coordinators of including; ESL/Bilingual Services, Gifted & Talented, Reading Academy, 504 Services, Special Education, RtI, PreK, CTE Services, and Instructional Materials. Maintain accurate department records.

Qualifications:

Minimum Education/Certification:
High School diploma or equivalent
Some college or community education clerical sources desired
Must be able to read, write and speak English
Ability to speak Spanish is optional, but helpful
Preferred 3-5 years educational secretary experience

Special Knowledge/Skills:
Demonstrate the ability to handle multiple tasks at the same time and deal with timelines
Must demonstrate positive communication with all stakeholders
Must be able to operate office equipment (i.e. computer, fax, copy machine and telephone)
Must be able to create correspondence and memos with minimal instructions
Organize and coordinate multiple calendars
Knowledge of correct English usage, grammar, spelling and punctuation
Ability to use personal computer and software
Experience with budget, requisitions, ordering, record keeping, and travel documentation
Knowledge of Federal program guidelines

E**xperience:**
Three (3) years of experience, preferably in public school. Experience in payroll, purchasing, accounting, data entry, telephone calls directed to appropriate staff and excellent customer service skills are required.

Major Responsibilities and Duties:

1. Present a positive role model that supports the mission of the school district.
2. Effectively communicate with staff, colleagues, community members and parents.
3. Demonstrate sound judgement in disseminating information and maintaining confidentiality at all times.
4. Maintain and schedule appointments as required.
5. Prepare documents and maintain files.
6. Review mail and make necessary distribution.
7. Order, process, and maintain office supplies.
8. Process curriculum documents as required by the curriculum directors.
9. Perform duties as required of the position to run an efficient and effective program and office.

10. Prepare correspondence, memorandums, forms, requisitions, and reports for the curriculum office.
11. Receive and process multiple different budgets, including; Federal Programs, Local Funds, Gifted and Talented, ESL/Bilingual, CTE, and Compensatory Education.
12. Being able to multi-task several projects at once.
13. Compile pertinent data to prepare various required state and local reports.
14. Maintain physical and computerized department files on curriculum and instruction issues.
15. Develop a system to prioritize assignments.
16. Maintain appropriate student records as needed, including transcripts of former students.
17. Assist in preparation of budget and demonstrate fiscal responsibility in expenditure of funds.
18. Process purchase orders for payment.
19. Collaborate with other department secretaries for coverage of all curriculum and instruction offices.
20. Create data files, charts, power points and graphs as necessary.
21. Answer incoming calls and handle questions and requests that fall within level of responsibility.
22. Maintain and monitor absences of department members.
23. Maintain records of professional development and track compliance with state and federal guidelines.
24. Collaborate with facilities/operations to ensure calendar and professional development activities are scheduled appropriately.
25. Ensure outside consultants and/or guest speakers have required documentation to receive payment in a timely manner.
26. Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents.
27. Communicate with students or parents on a regular basis via phone or video conference, email, or district-approved website.
28. Maintain confidentiality of information.
29. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

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 15 pounds)
Environment: Frequent districtwide travel; occasional districtwide travel
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The document describe 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.

_____
Print Name

_____ _____
Signature Date