



Job Title: Secretary-Assistant Superintendent

Wage/Hour Status: Non-Exempt

Reports to: Assistant Superintendent of Business Operations

Pay Grade: PG7

Dept./School: Central Office

Date Revised: 06/2026

Primary Purpose:

Ensure the efficient operation of department and serve as Secretary to the Assistant Superintendent by providing effective and efficient clerical services.

Qualifications:

Education/Certification

- High school diploma or GED equivalent
- Sixty hours of college credit **OR** Two (2) years or more of advanced secretarial experience with extensive emphasis in public schools preferred
- Applicants must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by applicant

Special Knowledge/Skills:

- Proficient keyboarding, word processing, and file maintenance skills
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Knowledge of Office 365 or similar electronic file management system
- Ability to use personal computer and software to develop excel spreadsheets, databases, and presentations
- Knowledge of Excel, Power Point, Publisher, Canva and Word.
- District student and financial management system knowledge and experience in Frontline preferred
- Handle confidential information and frequent contact with all levels of district personnel, outside agencies, and the general public

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports and review contracts.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or situations to the appropriate department.

4. Answer incoming calls and handle questions from public, outside agencies, staff, and community.
5. Maintain a calendar and schedule of appointments.
6. Manage the District's contract calendar.
7. Monitor and process personnel time records including leave requests and reports for Business & Operations departments.
8. Maintain physical and computerized files.
9. Perform routine bookkeeping tasks and maintain department budget records.
10. Prepare and process department purchase orders and payment authorizations.
11. Prepare and process budget requisitions.
12. Prepare regular budget reports for Assistant Superintendent.
13. Make travel arrangements for department as needed, including making hotel reservations and completing conference registration process.
14. Schedule meetings and prepare meeting locations.
15. Review mail.
16. Maintain confidentiality of information.
17. Attendance at work is an essential job function.
18. Flexibility for early/late meetings required.
19. Work collaboratively with all team members.
20. Perform all other duties as assigned.

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 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

Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by

Date
