

**FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Technology Administrative Assistant
Reports to: Director of Technology
Dept./School: Technology Department

Exemption Status/Test: Nonexempt
Date Revised: April 22, 2026
Number of Days Employed: 226
Pay Grade: C-5

Primary Purpose:

Provide comprehensive administrative, secretarial, and bookkeeping support to the Technology Department, while also assisting with visual communication and social media–related graphics. This position supports the Director of Technology and department staff by managing clerical operations, maintaining financial records, coordinating communications, and contributing basic graphic design services to support departmental initiatives.

Qualifications:

Education/Certification:

Associate or bachelor's degree preferred

Special Knowledge/Skills:

Proficient keyboarding, data entry, document preparation, and electronic file management

Strong knowledge of written communication, including correct English usage, grammar, spelling, and professional correspondence

Strong accounting and bookkeeping knowledge, including budget monitoring, purchase order processing, invoice reconciliation, and financial record accuracy

Proficiency with office productivity software, spreadsheets, databases, and district system applications

Demonstrated graphic design skills and familiarity with social media platforms for creating professional visual communications

Effective organizational, communication, interpersonal, and confidentiality skills with the ability to manage multiple priorities

Experience:

Two years' secretarial or clerical experience in a public education environment preferred

Major Responsibilities and Duties:

Office Management

1. Manage daily administrative operations of the Technology Department, including document preparation, records management, scheduling, correspondence, and mail distribution.
2. Coordinate departmental events, meetings, and technology-related activities, including planning, logistics, and preparation.
3. Provide administrative and technical assistance to the Director of Technology

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and department staff within scope of knowledge.

Accounting and Inventory

4. Prepare, process, and monitor purchase orders and payment authorizations in compliance with district policies and budgetary guidelines.
5. Order and maintain inventory of office supplies and program equipment, including ordering, receiving, and tracking items.
6. Maintain accurate financial and budget records by performing routine bookkeeping and monitoring expenditures.
7. Assist with financial reporting, reconciliation, and documentation as required.

Reception and Phones

8. Answer and respond to incoming calls, take reliable messages, and route to appropriate staff.
9. Serve as the primary point of contact for vendors, incoming calls, inquiries, and requests; route communications appropriately and respond professionally.

Other

10. Provide excellent customer service support to staff, vendors, and the public while maintaining confidentiality and professionalism.
11. Assist with technology help requests and general inquiries within assigned responsibility and expertise.
12. Maintain confidentiality.
13. Follow district safety protocols and emergency procedures.
14. Other duties as assigned.

Supervisory Responsibility:

None

Working Conditions:

Promote teamwork and interaction with fellow staff members.
Alternate methods of performing duties.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and

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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: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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: _____
Department Administrator

Reviewed by: _____ Date: _____
Employee

Received by: _____ Date: _____
Human Resources