Job Title: Secretary Asst. Superintendent Leadership | **Exemption Status: Nonexempt**

Reports to: Assistant Superintendent Leadership | **Date Revised:** October 2026

Dept. /School: Division of Leadership | **Pay Grade:** P19

Primary Purpose:
Under minimal supervision, manage and organize the Assistant Superintendent's daily activities. This position provides administrative support, handles confidential information, and involves frequent, professional contact with district employees at all levels and the general public.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Certified Educational Organization Professional (CEOP) preferred
- Notary Public for Dallas County, or eligible for commission

Experience:

- Minimum of five (5) years of administrative assistant experience in an executive environment

Special Knowledge/Skills:

- Thorough knowledge of school district organization, operations, and administrative policies
- Highly proficient in general office skills, including office management and organization
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, and Access
- Ability to incorporate technological advances into daily office operations
- Ability to compose general correspondence, maintain accurate records, manage files, and display a pleasant and professional appearance to the public
- Highly effective communication skills and the ability to deal with staff and the public in a positive manner
- Must be detail-oriented and have excellent proofreading, editing, and grammatical skills
- Ability to handle multiple tasks simultaneously and handle heavy loads with critical deadlines
- Be a self-starter, proactive planner, and be able to perform office functions with minimal supervision
- Must maintain highly confidential and sensitive information

Major Responsibilities and Duties:

1. Prepare correspondence, forms, and reports as needed.
2. Compile pertinent data as needed for various reports at all levels of administration, including the review and compilation of monthly board documents.
3. Compile pertinent data as needed when preparing various reports.
4. Manage pertinent information promptly.
5. Assist the Assistant Superintendent with organization and planning for monthly administrative meetings.
6. Maintain and organize physical and computerized departmental files.
7. Perform routine bookkeeping tasks for the department budget and manage department funds.

8. Prepare purchase requisitions, check requests, reconciliations, and other Oracle business-related transactions for the Assistant Superintendent.
9. Answer incoming calls and refer inquiries or problems to the appropriate department.
10. Schedule, organize, and manage the Assistant Superintendent's online calendar.
11. Complete registrations and travel arrangements, and prepare travel documents.
12. Maintain office supplies and equipment, and operate office equipment.
13. Review and distribute mail.
14. Monitor personnel time records (Kronos) for specified professionals and paraprofessionals.
15. Promote positive community relations through effective email and phone communications with parents, teachers, administrators, and other district personnel.
16. Record new P-Cards for district users.
17. Record NSF checks for the district.
18. Manage and distribute all Enterprise car rental invoices for the district.

Other

19. Demonstrate professional, ethical, and responsible behavior.
20. Maintain confidentiality of information at all times commensurate with position and experience.
21. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting
Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Occasional, prolonged, and irregular hours
Mental Demands: Work with frequent interruptions and maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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