

Secretary, Advanced Academics Services

Job Description



JOB TITLE: Secretary, Advanced Academics Services
DATE REVISED: September 15, 2026
REPORTS TO: Director of Advanced Academics
DEPARTMENT/CAMPUS: Academic Services
PAY GRADE/DUTY DAYS: CP5, 226
FLSA: Nonexempt

JOB PURPOSE SUMMARY:

This position is responsible for supporting the daily operations of the Advanced Academic Services Director and team. The position will monitor and maintain operating budget changes, support the team with projects, coordinate scheduling, and professionally communicate across various modalities within the district and with the community.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Advanced Academic Leadership Support:

1. Manage assigned departmental projects and initiatives from planning through completion, including developing timelines and checklists, coordinating stakeholders, monitoring deliverables and deadlines, following up on outstanding items, and proactively communicating status, barriers, and decisions needed to the Director.
2. Provide customer service and departmental support by answering phones, responding to emails, and assisting visitors in a professional and welcoming manner.
3. Draft, edit, format, and maintain professional correspondence, agendas, presentations, reports, charts, forms, publications, event materials, and other internal and external communications, ensuring accuracy, consistency, and alignment with district and department branding.
4. Support departmental operations by maintaining efficient organizational systems, including electronic and physical files, databases, spreadsheets, records, calendars, digital platforms, and other systems necessary to facilitate department workflow and ensure timely access to information.
5. Maintain departmental websites, calendars, office systems, and digital platforms.
6. Coordinate and support the planning and execution of Advanced Academics events, professional learning, meetings, trainings, and special initiatives, including timelines, registration, communications, facilities, vendors, materials, transportation, catering, and day-of-event logistics, as applicable.
7. Coordinate logistical needs for Advanced Academics programs and events, including facility scheduling, transportation requests, materials, equipment, supplies, and other operational requirements.
8. Support assigned financial processes and budget activities, including requisitions, purchase orders, invoices, budget documentation, tracking, and other processes necessary to support accurate and compliant management of department funds.
9. Organize and prioritize multiple assignments and competing demands to ensure short- and long-term projects, communications, and departmental responsibilities are completed accurately and within established timelines.
10. Anticipates needs, identifies required next steps, independently advances assigned work, monitors progress, and follows tasks and projects through completion with minimal supervision.
11. Performs other duties as assigned.

Compliance:

12. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, with all applicable local, state, and federal regulatory requirements, as well as with all relevant guidelines, standards, and requirements as set forth by governing bodies including, without limitation, Texas Health & Human Services, Texas Education Code, State Board of Education, Texas Education Agency, and Texas Association of School Boards.
13. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as state and federal mandates for proper implementation and application of compliance measures for gifted/talented instruction and budgeting.
14. Fulfills all applicable Texas state-mandated continuing professional education requirements applicable to the credentialing requirements of the job.
15. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function.
16. Monitors respective work activity, and the work activity of others, for variances and anomalies.
17. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
18. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
19. Adheres to all other District-wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

20. Consistently supports the District's Shared Vision, Mission, and Promise 2 Purpose.
21. Assists department leadership in the compilation of miscellaneous confidential reports.
22. Attends departmental and District meetings, as required.
23. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
24. Perform assigned job duties and responsibilities per established performance expectations and with District policies, procedures, protocols, and standard practices.
25. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
26. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications including Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
27. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent
- Advanced computer skills preferred
- Previous secretarial experience preferred

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent sitting, walking, standing, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. The working environment consists of an indoor and climate-controlled setting the majority of the time.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description. I understand the scope, essential job duties, knowledge, skills, abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation and per the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

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Employee Signature: _____ **Date:** _____