



## ADMINISTRATIVE ASSISTANT, ASSISTANT PRINCIPAL HS

Rev. July 2025

**Job No.:** 5301

**Reports to:** Principal

**Dept./Campus:** Campus

**FLSA Status:** Non-exempt

**Pay Grade:** 503

**Term:** 210 Days

### PRIMARY PURPOSE

To ensure the smooth and efficient operation of the Assistant Principal's office by assisting the staff and student body in the pursuit of maximizing quality student education.

### MAJOR RESPONSIBILITIES AND DUTIES

- Receive all incoming calls, take reliable messages, provide accurate information, and route to appropriate staff.
- Type all written correspondence and properly route.
- Oversee and maintain proper files of student discipline reports.
- Process and route absence papers for teachers.
- Assist teachers, students and parents as needed.
- Keep informed of and comply with state, district, and school policies and regulations concerning primary job functions.
- Oversee operation of copy machines and notify Plant Services of any problems of such machines.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work, preferably in public education environment.

#### Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skill in organization; interpersonal relations; communicating pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets, maintain and update databases, accomplish word processing tasks, prepare presentations, and access e-mail and Internet applications; perform job requirements with limited supervision; and supervise administrative subordinates.

#### Mental/Physical/Environmental Demands:

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.