



Position: Office Administration

Assignment: Admin Assistant to Chief Learning & Teaching Officer

Wage/Hour Status: Non-exempt

Reports to: Chief of Learning & Teaching/Director of Digital Learning

Pay Grade: AS280/240 days

Dept./School: Department of Learning & Teaching

Date Revised: Fall 2025

Primary Purpose:

Facilitate the efficient operation of the Department of Learning & Teaching. Position requires commitment to successful execution of support to campuses, students, and staff. The role includes, but is not limited to frequent customer contacts, maintaining large department budgets, efficiency in payroll records and the compilation and dissemination of reporting for Lewisville Independent School District. While providing support for the Chief Learning & Teaching Officer as well as the Director of Digital Learning, the role also requires the ability to lead and train a large group of secretaries that support other content and program administrators in the department. This includes, but is not limited to, scheduling, budgeting, technology account management, accurate purchasing practices, locations obtainment, materials and setup for professional learning, interface with teachers, and interface with campus secretaries and bookkeepers.

Qualifications:

Education/Certification/Experiences:

- High School Diploma: college preferred

Special Knowledge/Skills/Experience:

- Two years or more of advanced secretarial experience; prefer prior experience in executive department of public school district
- Campus office experience preferred
- Proficient in typing/keyboard skills, computer, word processing, and file maintenance; programs may include but are not limited to Google Suite, MS Office, Outlook, Munis, Eduphoria, Canvas, Skyward, Kronos, Asset Essentials, WebEx, and Frontline
- Excellent communication and interpersonal skills for dealing with both district and public customers
- Ability to maintain the security and confidentiality inherent in the smooth operation of all departmental activities (student records, parent requests, etc.) for Department of Learning & Teaching

Major Responsibilities and Duties:

- Accept and redirect, as is appropriate, correspondence for Learning & Teaching personnel, recognizing the department's need for a secure environment
- Demonstrate proficiency in Software/Applications use, and an eagerness to learn and become proficient in additional software programs
- Coordinate and maintain absences and payroll for the department

- Maintain communication with the Division of Digital Learning via WebEx
- Assist in development of board materials and follow timelines for board preparation of documents
- Create & maintain spreadsheets for budgetary departmental expenditures and the varied budgetary needs for multiple different content and/or program administrators
- Provide support for content area and/or program initiatives such as: summer programming instructional materials adoptions, campus specific needs, district sponsored events, and professional learning activities
- Participate in department activities to ensure the smooth operation of the entirety of the Department of Learning & Teaching. This could include projects taking place at the Administration Building, in the absence of or overflow from other Learning & Teaching secretaries
- Schedule travel arrangements for staff to attend conferences which may include registration, flights, mileage, food, and hotel reimbursement
- Update departmental additions and changes via websites, phone, and email lists
- Promote positive interaction among departmental personnel and campus secretaries/office personnel
- All other duties, as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals; multi-line phone system
- Continuous sitting
- Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.
- Occasional lifting and carrying of boxes
- Reception desk in the administrative/central office
- Work with frequent interruptions; maintain emotional control under stress

OTHER: All employees are to follow district safety protocols and emergency procedures.

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. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Employee Signature

Date

Printed Name