



Position: Administrative Support

Assignment: CTE Administrative Assistant

Wage/Hour Status: Non-Exempt

Reports to: Executive Director of CTE

Pay Grade: AS250/230 days

Dept./School: Career and Technology

Date Revised: Summer 2025

Primary Purpose:

Facilitate the efficient operation of the Career and Technical Education (CTE) department, with a focus on supporting the CTE Administrator and the Business Partnerships Administrator. Demonstrate a strong commitment to providing effective support for campuses, students, and staff within the Lewisville Independent School District. Responsibilities include, but are not limited to, scheduling, budgeting, inventory and technology account management, ensuring accurate purchasing practices, preparing materials and setups for professional learning, and serving as a key point of contact for teachers, campus secretaries, and bookkeepers.

Qualifications:

Minimum Education/Certification:

- High School diploma or GED
- Two years or more of advanced secretarial experience; prefer prior experience in public school district
- Campus office experience preferred

Special Knowledge/Skills/Experience:

- Proficient in typing/keyboard skills, computer, word processing, and file maintenance; programs may include but are not limited to Google Suites, MS Office, Outlook, EduThings, Eduphoria, Canvas, Voly, and Skyward
- 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, budgets, parent requests, etc.)

Major Responsibilities and Duties:

- Accept and redirect, as is appropriate, all incoming calls for CTE Administrators, realizing the department's need for a secure environment and professionalism.
- Create/maintain spreadsheets for budgetary departmental expenditures and the varied budgetary needs for multiple different content and/or campuses with CTE funds.
- Promote positive interaction among departmental personnel and campus secretaries/office personnel.
- Prepare correspondence, forms, manuals, reports, presentations, and other documents for the administrator assigned.

- Set up meetings including reserving the venue, preparing materials, and arranging for refreshments and catering as needed.
- Make travel arrangements including making hotel reservations and turning in conference registration forms.
- Comply with policies established by federal and state laws and regulations, and local board policy.
- Review and verify CTE data submissions to ensure compliance with standards and requirements for industry-based certifications, maintaining accuracy, completeness, and integrity of all certification-related records.
- Create and maintain templates for social media posts.
- All other duties, as assigned.

Mental Demands/Physical Demands/Environmental Factors:

- 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)
- May work prolonged or irregular hours; occasional districtwide travel
- 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.

Signature

Date

Print Name