Position: Office Administration

Assignment: Secretary to Director to Emergent Bilingual Programs

Wage/Hour Status: Non-exempt

Reports to: Director of Elementary Emergent Bilingual Programs

Pay Grade: AS260/240 days

Dept./School: Learning & Teaching

Date Revised: Fall 2024

Primary Purpose:

Facilitate the efficient operation of the Division of Learning & Teaching, specifically related to the Emergent Bilingual Programs. Position requires commitment to successful execution of support to campuses, students, and staff to the Lewisville Independent School District. This includes, but is not limited to, scheduling, budgeting, collection of student tuition, technology account management, accurate purchasing practices, locations obtainment, materials and setup for professional learning, interface with teachers, parents, campus secretaries, and bookkeepers.

Qualifications:

Minimum Education/Certification:

- High School Diploma

Special Knowledge/Skills/Experience:

- Two years or more of advanced secretarial experience; prefer prior experience in public school district
- Campus office experience preferred
- Bilingual in Spanish and English (required)
- 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, and Skyward
- Excellent communication and interpersonal skills for dealing with district, parent, and public inquiries
- Ability to maintain the security and confidentiality inherent in the smooth operation of all departmental activities (student records, parent requests, etc.) for Division of Learning & Teaching

Major Responsibilities and Duties:

- Support program assessment initiatives such as language proficiency assessment, registration for participation in Dual Language programs, creating/maintaining spreadsheets for budgetary departmental expenditures and the varied budgetary needs for multiple different dual language and ESL team members. Some flexibility may be required.
- Provide support for program initiatives such as: Dual Language/ESL Summer School Programs, campus office staff, parent interface, and professional learning activities
- Participate in department activities to ensure the smooth operation of the entirety of the Division of Learning & Teaching. This could include projects taking place at the Administration Building, in the absence of or overflow from other Learning & Teaching Secretaries, or projects including the assistance of multiple secretaries within the larger department

- Create/maintain district website pages and email accounts
- Promote positive interaction among departmental personnel and campus secretaries/office personnel
- Maintain all program spreadsheets, which may include tuition and/or enrollment
- 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 light lifting and carrying
- 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

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Print Name