Natalia Independent School District
P.O. Box 548 | 805 Pearson
Natalia, Tx 78059
830-663-4416 | Fax 830-663-1001
www.nataliaisd.net

Job Title: Administrative Assistant Academic Services
Reports to: Executive Director of Academic Services
Exemption Status/Test: Nonexempt
Date Revised: August 2026

Administrative Assistant to Academic Service: 220 days

Primary Purpose:
Ensure efficient operation of and provide clerical services for the Academic Service Department. Maintain accurate Special Education records for the campus. Under close supervision, perform data entry, including updating Public Education Information Management System (PEIMS) data. Ensure budgets are maintained for all special populations and federal program budgets. Update and maintain the SHARS participant list; maintain information for SHARS cost reporting.

Qualifications:
Education/Certification: High school diploma or GED Bilingual, preferred

Special Knowledge/Skills:
Proficient keyboarding and file maintenance skills, 10-key numeric data entry Ability to use software to develop spreadsheets, databases, and do word processing
Ability to maintain accurate and auditable records
Knowledge of basic accounting principles
Ability to follow verbal and written instructions
Ability to perform a variety of tasks, often changing assignments on short notice
Effective organizational, communication, and interpersonal skills Ability to meet established deadlines
Experience:
1 -year data entry experience, preferred

Major Responsibilities and Duties:
Records Reports, and Correspondence

1. Maintain a daily related service log and records for the related service staff. Monitor and process time records, including leave requests and reports. Compile information and submit it to the central office according to established procedures and deadlines.

2. Maintain the Annual, Review and Dismissal (ARD) calendar for the district.

3. Collect and enter data and PEIMS data into the established database and verify accuracy according to prescribed ARD data sheets.

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4. Maintained student records and processed requests for student information and transcripts. Process new student records, including requesting transcripts and records from other schools.
5. Assist parents, students, and faculty with questions regarding special education.
6. Contact parents/guardians to verify attendance at scheduled meetings.
7. Compile, maintain, file, and distribute all reports, records, and other documents as required following established
8. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.

Reception and Phones

9. Receive incoming calls, take reliable messages, and route them to appropriate staff.
10. Assist students, teachers, and parents as needed.
11. Schedule meetings and appointments and maintain a calendar for the principal.

Accounting and Inventory

12. May be responsible for maintenance of activity check register(s) and ledger(s).
13. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
14. Maintained inventory of fixed assets, equipment, and supplies.

Other

15. Assist with planning, preparation, and setup of faculty meetings and campus activities.
16. Sort, distribute, or deliver mail and other documents.
17. Assist in the campus office as needed.
18. Maintain confidentiality.

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment, including personal computers and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions; frequent keyboarding and use of a mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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Reviewed by:_____

Received by:_____