

# Middle School Administrative Associate Job Description

## Middle School:

- Bohls MS

## Primary Purpose:

Provide direct administrative support to summer school administrators and staff which includes:

- Creating and maintaining a variety of documents, records, files, manuals, and other material, often containing confidential information
- Answer telephone and assist visitors; provide customer service to staff, students, parents, administrators
- Place and screen telephone calls for supervisors; relay information and keep school staff informed of matters.
- Maintain a variety of records; collect information for reports; may assist in health clinic in absence of the nurse
- may assist with supervision of students, as assigned; may perform general bookkeeping.

**In District Only** - Must be a current Pflugerville ISD employee to be eligible to apply.

**Minimum Education/Certification** - High School diploma or GED and 2 years related experience

## Summer School Programming Times:

<b>Dates &amp; Times</b>	Monday, June 2, 2025-Thursday, June 18, 2025 Mondays through Thursdays
	Student Reporting Times: 8:30 AM-12:30 PM (includes lunch time)

## Administrative Associate Reporting Time & Pay Information

<b>Training/Workdays</b>	<ul style="list-style-type: none"><li>• May 29</li></ul>
<b>Hours</b>	<ul style="list-style-type: none"><li>• 8:15 AM - 12:45 PM</li></ul>
<b>Daily Salary</b>	<ul style="list-style-type: none"><li>• \$140 daily rate (4 ½ hours per day)</li></ul>