

Pflugerville Independent School District - Job Description

Job Title/Position:	Administrative Assistant	Department/School:	Various Campuses
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Designated Supervisor
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Provide administrative support in the school or department office, including interaction with students, staff, parents, and the public.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED and one year of related experience.

Major Responsibilities:

1. Provide administrative support to school/department staff; perform skilled word processing, data entry, and typing;
2. Answer telephone and assist visitors; answer informational inquiries;
3. Provide quality customer service to staff, students, parents, administrators, guest teachers, and the community;
4. Communicate effectively and professionally with students, parents, staff, and the community;
5. Maintain a variety of records and gather information for reports; provide back-up and peak load assistance to office staff;
6. Collaborate with colleagues to maintain a welcoming, professional environment;
7. Assist in health clinic in absence of the nurse;
8. Assist with supervision of students, as assigned;
9. Perform general bookkeeping, as assigned;
10. Follow Educator Code of Conduct & all policies, procedures, laws and state/federal regulations.
11. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic accounting principles
- Skill in working with various types of equipment including, but not limited to, personal computers, fax machines, calculators, printers
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; repetitive hand motions; maintain emotional control under stress; must be able to lift and/or carry at 20 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____