



# Paraprofessional Vacancy Richardson ISD

**POSITION:** EXECUTIVE ASSISTANT I – HEALTHCARE CAREERS ACADEMY

**REPORTS TO:** DIRECTOR – CTE

**PERIOD OF EMPLOYMENT:** 12 MONTHS - 226 DAYS

**POSITION CONTROL :**46216858

**SALARY:** LOCAL PAY GRADE: PLQ

**SALARY RANGE:** \$32,441 - \$33,405

**QUALIFICATIONS:**

- High school graduate with a minimum of 3 years of clerical experience
- Current technology proficiency with Microsoft Office, Google Suite, Kronos, etc.
- Strong organizational, communication, and interpersonal skills
- Ability to plan, work independently, diffuse problems, prioritize tasks, anticipate needs, multitask, work with precision, and work within deadlines
- Ability to remain flexible in the performance of other duties as assigned
- Provide direct administrative and clerical support to the Executive Director and Directors of Career & Technical Education
- Manage daily front office operations, providing a professional first point of contact for students, staff, families, industry partners, and visitors
- Support a positive campus culture by maintaining a clean, organized, and welcoming front office and common areas
- Maintain, monitor, and assist with reporting for program-related budgets across multiple accounts according to district/state/federal guidelines and procedures
- Collect, maintain, process, and input data from a wide variety of sources (e.g., attendance, time sheets, calendars, budgets, travel, substitute teacher requests, compliance indicators, etc.)
- Manage purchasing processes, including requisitions, purchase orders, and supply inventory
- Maintain a wide variety of manual and electronic files and records for the purpose of providing documentation in accordance with administrative and legal, and TEA requirements
- Accurately document and distribute district, campus, and student communications using appropriate platforms
- Respond to a variety of inquiries from internal and external parties
- Order and maintain inventory of supplies, forms, and materials
- Organize a wide variety of meetings (e.g., facility, travel, presenters, materials, catering, etc.)
- Prepare reports, documents, presentation materials, and correspondence
- Maintain inventory of student clinical uniforms, including organization, laundering, distribution, collection, and tracking of uniforms
- Coordinate special events (family nights, community resource fairs, conferences, student competition travel, field trips, showcases, etc.)
- Support district-wide CTE teachers with travel, conferences, data reporting, etc.
- Provide comprehensive student support by supervising daily activities and maintaining open communication with teachers regarding individual student needs or concerns
- Maintain prompt and regular attendance at faculty meetings and special events, requiring occasional duties after traditional work hours
- Maintain appropriate confidentiality regarding student, staff, and parents
- Model professionalism, responsiveness, and service-oriented support
- Perform other related duties as assigned

**MAJOR RESPONSIBILITIES:**


**APPLICATION PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and two electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

**DEADLINE FOR APPLICATION: UNTIL FILLED**

**APPROVED:**

  
Dr. Christopher B. Goodson  
Assistant Superintendent - Human Resources

**DATE:**

02/10/2026

**EQUAL OPPORTUNITY EMPLOYER**

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant’s qualifications, experiences, and abilities as well as the business needs of the district.