



Paraprofessional Vacancy Richardson ISD

POSITION: SECRETARY III – SPECIAL STUDENT SERVICES

REPORTS TO: DIRECTOR OF SPECIAL EDUCATION

PERIOD OF EMPLOYMENT: 12 MONTHS – 226 DAYS

POSITION CONTROL: 47132364

SALARY: LOCAL PAY GRADE: PNQ

SALARY RANGE: \$28,892 - \$29,380

QUALIFICATIONS:

- High School Graduate and 3 years general clerical experience.
- Technology proficiency with keyboarding, Microsoft Office Suite, and Google.
- Demonstrate strong organizational skills.
- Bilingual Preferred
- Demonstrate ability to work independently, defuse problems, plan, anticipate needs, prioritize tasks, multitask, and work under deadlines.
- Exhibit excellent interpersonal and telephone skills.
- Ability to remain flexible in performance of other duties as assigned.

**MAJOR
RESPONSIBILITIES:**

- Maintain prompt and regular attendance.
- Respond to a variety of inquiries from internal and external parties.
- Assist in monitoring program related budgets according to district and state guidelines and procedures.
- Accurately document and disseminate messages/communications across the department.
- Prepare a variety of reports, documents, and correspondence.
- Collect, maintain, and input data from a wide variety of sources (e.g. time sheets, calendars, budgets, POs, compliance indicators, student/staff information, etc.).
- Organize a wide variety of meetings (e.g. facility, travel, presenter, materials, etc.).
- Inventory and communicate office supplies needs.
- Support the Director by providing assistance with daily functions and meeting department and administrative objectives.
- Maintain appropriate confidentiality regarding student, staff and parent information.
- Engage in lifting/carrying (moderate 20-30 lbs), sitting, stooping, walking, kneeling, pulling, and reaching.
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the department.

**APPLICATION
PROCEDURE:**

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx> The application must be complete and three 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:

A handwritten signature in black ink that reads 'Christopher B. Goodson'. Below the signature, the text 'Dr. Christopher B. Goodson' and 'Assistant Superintendent – Human Resources' is printed.
Dr. Christopher B. Goodson
Assistant Superintendent – Human Resources

DATE: 06/10/2026

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.