Paraprofessional Vacancy
Richardson ISD

POSITION: **EXECUTIVE ASSISTANT I – DARTMOUTH ELEMENTARY**

REPORTS TO: **BUILDING PRINCIPAL**

PERIOD OF EMPLOYMENT: **11 MONTHS: 207 DAYS** **POSITION CONTROL:** #40451672

SALARY: **LOCAL PAY GRADE: PLN** **SALARY RANGE:** $31,497 - $32,433

QUALIFICATIONS:

- High school graduate with a minimum of 3 years of clerical experience
- Current technology proficiency with word processing, spreadsheets, etc.
- Strong organizational, communication, and interpersonal skills
- Ability to plan, work independently, defuse problems, prioritize tasks, anticipate needs, multitask, work with precision and work within deadlines
- Ability to acquire new skillsets for the benefit of the department
- Ability to remain flexible in performance of other duties as assigned

MAJOR RESPONSIBILITIES:

- Assist in monitoring program related budgets according to district/state guidelines and procedures
- Accurately document and disseminate messages/communications across the department
- Assist parents with questions and concerns
- Maintain budget for campus
- Process invoices for security resource officers
- Collect, maintain and input data from a wide variety of sources (e.g. timesheets, calendars, budgets, PO's compliance indicators, etc.)
- Maintain a wide variety of manual and electronic files and records for the purpose of providing documentation in accordance with administrative and legal requirements
- Order and maintain inventory of supplies, forms, and materials
- Organize a wide variety of meetings (e.g. facility, travel, presenters, materials, etc.)
- Prepare reports, documents, and correspondence
- Respond to a variety of inquiries from internal and external parties
- Maintain prompt and regular attendance
- Support the principal providing assistance with administrative functions and meeting department and administrative objectives
- Perform other related duties as assigned
- Maintain appropriate confidentiality regarding students, staff, and parents

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: Christopher B. Goodson **DATE:** 11/11/2026

Dr. Christopher B. Goodson
Assistant Superintendent - Human Resources

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.