SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Job Description

Position Title:	Administrative Assistant, Sr.
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Function:	Administrative Services
Family:	Administrative Support

Reports to:	Asst Supt, Student Support Services	**Pay Grade:**	N10
Terms of Employment:	• 230 days per year. • At-Will employment agreement. • Salary is in pay grade N10 on the Non-Exempt SAISD Compensation Plan. • Entry hourly rate is at $20.06 with consideration for directly related experience.	**FLSA Classification:**	Non-Exempt
Funding Source:	This position is locally funded.		

Job Scope

Lead daily activities of a department or function. Uses significant independent judgment and familiarity with the field to perform work. Responsible for administration of various complex departmental programs and serves as the lead a group of employees. Develops policies and procedures and oversees implementation and execution of them. Typically required to complete tasks of junior-level roles, when needed. Typically reports to Executive level Administrators performing high complexity assignments using expert skill & knowledge.

Position Summary

Responsible for providing administrative support to ensure efficient business processes for the campus/department. Adheres to departmental policy and procedures, prepares documents, and produces various operating reports. Serves as the administrative point of contact for all internal and external inquiries.

Essential Functions / Key Responsibilities

1. Oversee all administrative operations to ensure efficient business processes; may handle routine and emergency office decisions as needed using wide latitude of independent judgment under minimal supervision.
2. Manage fiscal activities, develop budgets, and reconciles accounts, cost analysis, and monitor expenditures using advanced knowledge to ensure a financially responsible budget.
3. Oversee administrative staff using wide latitude for independent judgment. Determine schedules and assignments, monitor team performance, and report on metrics. Provide training resources for professional development to support continuing employee growth in their current position and promote career progression.
4. Manage administrator's calendar including setting appointments, making travel arrangements, registration, and accommodations for conferences, and checking in daily/weekly to prioritize meetings and arrangements using wide latitude for independent judgment. Ensures prompt response to all requests and inquiries.
5. Ensure management is informed on administrative matters. Present recommendations for process revisions based on internal issues, workflow, and customer needs.

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6. Review, validate, and analyze data using advanced knowledge; create reports, documents, and presentations. Serve as subject matter expert for data management and reporting issues. Keeps management apprised of workload status and potential hindrances to turnaround time deliverables.
7. Collaborate with staff members and management to ensure initiatives are thoroughly communicated and coordinated.
8. Review and provide recommendations for policy/procedure development and revision based on feedback received or issues identified using wide latitude for independent judgment. Presents management with recommendations for needed policy and process changes, enhancements, and clarification using expert skill and knowledge.
9. Compose, proofread, and edit correspondence, reports, and other material using advanced knowledge. Review outgoing material for completeness, dates, and signatures.
10. May support multiple Executive Administrators.
11. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High School diploma or GED recognized by the Texas Education Agency or a regional accrediting agency.
- 5+ years of administrative or office experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by the employee

Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy.
- Proven ability to create and maintain a positive office environment.
- Excellent organization and time management skills with verifiable experience in maintaining accurate records and meeting deadlines.
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat.
- Demonstrated ability to organize workload by priorities.
- Demonstrated ability to problem solve, think critically, and manage conflicts.
- Demonstrated ability to maintain strict confidentiality.
- Demonstrated ability to both prioritize tasks and handle multiple tasks simultaneously.
- Excellent writing and proofreading skills.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

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Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: https://pol.tasb.org/PolicyOnline?key=176.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: https://pol.tasb.org/PolicyOnline?key=176

Employee Signature: ..... Date: .....