



Longview Independent School District

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT — ADMINISTRATIVE AND PUPIL SERVICES

JOB TITLE:	Administrative Assistant	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Assistant Superintendent Administrative and Pupil Services	TERMS:	226 Days
DEPARTMENT:	Administrative and Pupil Services	PAY GRADE:	Clerical/Par 7

PRIMARY PURPOSE:

Administrative Assistant to the Assistant Superintendent for Administrative and Pupil Services office; handle frequent contact with all levels of district employees, outside agencies, parents, and the general public

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge and Skills:

- Excellent skills in typing, word processing, and file maintenance
- Excellent communication and interpersonal skills
- Knowledge of budgets
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to process complex information
- Ability to complete complex tasks
- Ability to work under pressure
- Ability to follow directions
- Ensure confidentiality of all school matters

Experience:

Five years secretarial experience, preferably in a public education environment



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Organize and manage routine work activities of the Assistant Superintendent
2. Type all correspondence, memos, and reports; compose letters as needed
3. Schedule appointments and maintain calendar of Assistant Superintendent
4. Greet visitors and respond to inquiries from staff and public
5. Maintain log and calendar of information requests
6. Budget management (including requisitions, etc.)
7. Order and maintain supplies
8. Prepare and process payroll reports as needed
9. Assist with the preparation of grant applications; research for grants; submission of Federal grants through the grants.gov site
10. Maintain department budget – complete purchases
11. Maintain an orderly filing system for Assistant Superintendent
12. Assist with compiling, reviewing, verifying and submitting the Civil Rights Data Collection to the U.S. Department of Education
13. Assist with the completion and submission of all waiver applications to TEA
14. Serve as the District Elections Coordinator
15. Ensure that the District's SRO, Crossing Guard, and Drug Dog Contracts are executed timely and properly
16. Coordinate, develop and help to execute the CPS-sponsored Child Abuse Prevention Program on an LISD campus every year
17. Assist in board policy review meeting preparation and adopted policy distribution



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Complete and submit the OFYP (Optional Flexible Year Program) and OFSDP (Optional Flexible School Day Program) applications to TEA
19. Responsible for ensuring that the AED at the ESC is always in proper working order
20. Develop and maintain a system for receiving, inventorying and distributing textbooks and related materials to all schools in the district
21. Note and follow-up on any shortages, damages or discrepancies; process in-house receiving documents; enter and maintain textbooks received into the computer inventory system
22. Acquire and display sample textbooks; process requests for textbooks
23. Assist in providing teacher-aid materials in all subjects and special program areas; assist in monitoring and evaluating local textbook allocations; assist in the preparation of regular and special reports and the maintenance of records and files
24. Comply with district policies, as well as state and federal laws and regulations
25. Adhere to the district's safety policies and procedures
26. Maintain confidentiality in the conduct of district business
27. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
28. Demonstrate regular and prompt attendance
29. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, scanner, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: APRIL, 2020