



Longview Independent School District

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY TO DIRECTOR OF INNOVATION AND TRANSFORMATION

JOB TITLE:	Administrative Secretary to Director of Innovation and Transformation	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Innovation and Transformation	TERMS:	226 Days
DEPARTMENT:	Curriculum & Instruction	PAY GRADE:	Paraprofessional 5

PRIMARY PURPOSE:

Ensure the efficient operation of the Office of Innovation & Transformation and provide clerical services to the Director of Innovation & Transformation and the Magnet program; handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Proficient skills in typing, word processing, and file maintenance
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience:

Three years or more advanced secretarial experience with extensive contact with people
Prefer prior experience in executive office of public school district



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare and maintain office records
2. Establish a filing system for the Office of Innovation & Transformation and the Magnet program
3. Collect, organize, copy, and maintain all materials needed for the department
4. Type all correspondence, memoranda, and reports for the Director of Innovation & Transformation and the Magnet program using typewriter or personal computer
5. Compile information and prepare reports as needed
6. Distribute materials to administrators and principals as needed
7. Schedule appointments and maintain the Director of Innovation & Transformation and the Magnet program calendar
8. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to Director of Innovation & Transformation
9. Answer incoming calls and handle questions from public, outside agencies, Board of Trustees, and staff
10. Organize and manage routine work activities of the office
11. Maintain physical and computerized files
12. Assist with travel arrangements for the Director of Innovation & Transformation and others as needed, including making hotel reservations and turning in conference registration forms
13. Review and distribute mail
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. 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)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, 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; coordinate district-wide curriculum functions; 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.



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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 and duties that may be assigned or 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 DATE: APRIL, 2020