

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR ASSESSMENT & ACCOUNTABILITY**

**Reports To: ASSISTANT SUPERINTENDENT FOR ASSESSMENT & ACCOUNTABILITY**

**General Job Description:**

Under indirect supervision, function as the secretary to the Assistant Superintendent of Evaluation & Assessment and act as receptionist to those coming in contact with the office.

**Essential Duties and Responsibilities:**

1. Assist Assistant Superintendent of Evaluation & Assessment in preparation and distribution to elementary and secondary principals to include test, supplies and materials used in district evaluation and testing projects.
2. Assemble and maintain reports in notebook format for the Assistant Superintendent of Evaluation & Assessment.
3. Computer data input, including verification of data.
4. Assist the Assistant Superintendent of Evaluation & Assessment in making graphs, preparation of an accountability report, and district testing and evaluation calendar.
5. Assist the Assistant Superintendent of Evaluation & Assessment with budgeting for testing and inventory.
6. Maintain confidentiality with sensitive matters.
7. Maintain a neat, functional office that is inviting but professional and safe.
8. Maintain accurate and detailed records.
9. Be flexible and able to prioritize tasks.
10. Work independently with very little supervision;
11. Report to work on time and work no less than 7 hours a day.
12. Attempt to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
13. Other tasks as may be deemed appropriate and necessary by your supervisor.

**Supervisory Responsibilities:**

Supervise student worker (BPA/DECA).

**Qualifications:**

1. High School Diploma or GED
2. Three years' experience in an administrative clerical position, at least one of which should have been in an educational environment.
3. Computer systems, including data bases, spreadsheets and word processing programs.
4. Valid Drivers' license and Car Insurance (if traveling from site to site)
5. Personal and professional task management through the use of technology.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR ASSESSMENT & ACCOUNTABILITY (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**