

**Roswell Independent School District
Job Description**

Job Title: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION

Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION

General Job Description:

Under indirect supervision, coordinate and provide administrative/secretarial support to the Assistant Superintendent for Instruction.

Essential Duties and Responsibilities:

1. Perform general office duties i.e., typing, taking and routing telephone calls.
2. Set appointments, maintain calendar and arrange meetings with facilities.
3. Collect, prepare and distribute information necessary for scheduled appointments.
4. Organize and maintain office files including confidential material, archives, and other historical information.
5. Research student information for verified agencies i.e., Human Services, Children, Youth and Families Department and other school districts.
6. Assist staff with a variety of tasks, such as typing correspondence, requisitions, memorandums, minutes, reports and forms as directed by the Assistant Superintendent for Instruction and Director of Instructional Programs.
7. Receive and research complaints and refer to the appropriate individual.
8. Be proficient in the use of PowerSchool (student information system).
9. Schedule campus visits.
10. Assist in the preparation for AP testing.
11. Maintain the District Training and Event Calendar.
12. Maintain appropriate files for the RISD Documents (online).
13. Maintain the High School Curriculum guide, course descriptions, curriculum maps, PowerSchool course numbers and catalog.
14. Review and revise the High School Next Step Plan.
15. Review and revise the 5130 Student Rights and Responsibilities Handbook.
16. Placement of student teachers.
17. Prepare information for the Roswell Daily Record Back to School Issue.
18. Process GED paperwork.
19. Assist in the distribution of literature.
20. Assist in the organization of school activities.
21. Assist with the preparation of items submitted to the Board.
22. Process scholarships for high school students.
23. May be required to pick up materials.
24. May be required to arrange translation of documents or conversations into a second language for parents or staff.
25. Knowledge of computer systems, including data bases and word processing programs.
26. Personal and professional task management through the use of technology.
27. Maintain confidentiality with sensitive matters.
28. Work with a wide variety of individuals in a highly stressful environment.
29. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
30. Report to work on time and work no less than 7 hours per day.
31. Work independently with very little supervision.
32. Attempt to deescalate parents; listening/visiting with parents about their concerns prior to parent meeting with administrators.
33. All other duties assigned by your supervisor.

Supervisory Responsibilities:

May be required to supervise student workers.

Qualifications:

1. High School diploma or GED
2. Minimum of three years' experience in an administrative secretarial position, at least two of which in an educational environment preferred.

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR INSTRUCTION (CONT'D)

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.

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.

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

Signature

Printed Name

Date