

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES**

**Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES**

**General Job Description:**

Under indirect supervision, functions as the secretary to the Assistant Superintendent for Special Services, acts as a receptionist to those coming in contact with the Assistant Superintendent for Special Services.

**Essential Duties and Responsibilities:**

1. Type correspondence, reports, agendas, minutes, memorandums and forms as directed by the Assistant Superintendent for Special Services. Maintain files and records as required.
2. Screen and route telephone calls and mail to proper office staff.
3. Set appointments, maintain calendar and arrange meetings with facilities.
4. Collect, prepare and distribute information necessary for scheduled appointments.
5. Organize and maintain office files including confidential material, archives, and other historical information.
6. Receive and research complaints and refer to the appropriate individual.
7. Be proficient in the use of PowerSchool (student information system).
8. Maintain the District Special Educations Trainings/In-Services.
9. Distribute and track surveys, complete mandatory reports for signature based on collected data. Compile application packets and ensure timely filing.
10. Track staffing; provide forms, track leave and run reports as necessary or requested.
11. May compile information for evaluation of staff; collect packets, type comments and run reports.
12. Assist with the preparation of items submitted to the Board.
13. Maintain office equipment and supplies; inventory and process work orders.
14. Assist with the distribution of literature.
15. Maintain the distribution of office keys for staff.
16. May be required to pick up materials.
17. May be required to arrange special functions, including luncheons, award ceremonies or social service projects.
18. Maintain confidentiality with sensitive matters.
19. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
20. Report to work on time and work no less than 7 hours per day.
21. Work independently with very little supervision.
22. Knowledge of computer systems, including data bases and word processing programs.
23. Personal and professional task management through the use of technology.
24. Ability to deescalate parents/staff; listening/visiting with them about their concerns prior to them meeting with administrators.
25. May be required to perform other functions/duties as 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.

**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.

**ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES  
(CONT'D)**

**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.

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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**