

Job Title:	Executive Assistant IT	Wage/Hour Status:	Hourly
Reports to:	Chief Information Officer	Pay Grade:	308
Dept. /School:	IT	Date Revised:	May 23, 2022

Primary Purpose

Ensure efficient operation of the Information Technology office. Manage clerical activities of the Department, to support District staff, outside agencies, and the public.

Qualifications**Education/Certification**

High School Diploma/GED

Special Knowledge/Skills

- Passing score on the district's clerical test
- Excellent organization, communication, and interpersonal skills
- Proficiency in the use of computers and software applications
- Ability to record and transcribe minutes of meetings
- Ability to effectively communicate orally and in writing
- Ability to work effectively with District staff, outside agencies and the public
- Ability to use District data management systems

Experience

Four (4) years related experience

Major Responsibilities and Duties

1. Provide professional, accurate and proficient administrative assistant support services by composing and producing departmental documentation and correspondence, filing records, and supervising supply inventories.
2. Serve as a communications liaison between campuses, departments, and the community.
3. Coordinate communication with the Community Engagement Office pertaining to critical department matters.
4. Promote positive community relations through effective communications, and maintain good rapport with district employees at organization levels.
5. Manage travel arrangements for supervisor and submit applicable paperwork.
6. Supervise, train, and serve as an appraiser for office clerical staff.
7. Provide instructions to other employees under the supervisor's direction.
8. Maintain an optimal level of accuracy for assigned work to ensure compliance with established District procedures.
9. Work independently receiving a minimum of detailed supervision and guidance.
10. Coordinate specific work requiring the participation of other departments.
11. Maintain confidential student records (i.e., grades, discipline records, IEP, ARD, demographic data).
12. Provide specialized assistance to parents on District issues on a regular basis (i.e., general district information, policies, bulletins online registration, and powerup support).
13. Assist and respond to routing inquiries from visitors, staff and public.
14. Prepare, review, and submit agenda items for DEIC, Superintendent's Cabinet, BOT, as per timelines.
15. Utilize the personal computer systems in the performance of duties.
16. Schedule appointments and maintain the office and assigned calendars.
17. Review and distribute mail.
18. Communicate with school staff and other persons as necessary through e-mails, memos, letters, bulletins, and telephone conversations.
19. Prepare, schedule, and organize department meetings and training sessions.
20. Schedule, organize and take minutes as necessary for any other meetings.
21. Oversee the maintenance of the office budget and inventory of supplies and equipment and initiate requisitions as needs indicate to maintain the efficient and economical operation of the office.

- 22. Oversee, process, and distribute student trip requests and related documentation.
- 23. Maintain a filing system for the offices and ensure confidentiality.
- 24. Oversee, process, and distribute approved forms and requisitions.
- 25. Prepare and distribute a Division Calendar of Activities.
- 26. Assist in the preparation of annual and requested reports in a timely manner.
- 27. Prepare, schedule, and process confidential documentation for the interview process.
- 28. Communicate with committee members as well as applicants regarding interview procedures.
- 29. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Personal Computers, Laptop, Printers, Fax Machine, Copier, Calculator, Typewriter, Laminators, Handheld Technology, Scanner, In-Focus Projector, Overhead Projector, and Digital Camera.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.