

**Job Title** Administrative Assistant SPS  
**Reports to** Supervisor Assigned  
**Dept/School** Executive Director Student & Parent Service

**Job Title Code** 427010  
**Wage/Hour Status** Non-Exempt  
**Pay Grade** 307  
**Date Revised** January 27, 2025

## Primary Purpose

Ensure efficient operation of the department and support the administrative operations of the department, students, staff, outside agencies, the public and other stakeholders. Complete special assignments. oversee and coordinate clerical functions of the department by facilitating office workflow and assuring that delegated tasks are carried out. Tasks are diverse and occasionally complex in nature, requiring individual analysis and judgement. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

## Education/Certification

- High School Diploma/GED
- OR Higher Education from an accredited institution of higher learning

## Special Knowledge/Skills

- Passing score on the District's clerical SET test, if applicable
- Excellent organizational, communication and interpersonal skills
- Proficiency in the use of computer and software applications
- Ability to communicate effectively orally and in writing
- Ability to work effectively with District staff, outside agencies and the public
- Ability to use and assess District data management systems
- Ability to record and transcribe meeting minutes

## Experience

- Three (3) years general clerical/secretarial experience
- Prior experience in executive office of public school district preferred

## Major Responsibilities and Duties

1. Occasionally perform complex secretarial administrative tasks in support of the Department in an executive environment while maintaining a high level of confidentiality.
2. Review, refer and answer routine correspondence, telephone, and electronic messages; assist and act as a resource to district stakeholders.
3. Provide professional, accurate and proficient administrative assistant support services by composing and producing departmental documentation and correspondence, filing records, and supervising supply inventories.
4. Perform various administrative functions as assigned, such as organizing meetings, arranging travel itineraries, and coordinating calendar events with some supervision.
5. Compose correspondence, memoranda, reports, and other written materials independently or on behalf of supervisor.
6. In supervisor's absence, ensure that requests for action or information are relayed to the appropriate person.  
Review and distribute incoming correspondence. Receive requests for information, assistance, etc. and provide service or direct inquiry.
7. Promote positive community relations through effective communication and maintain good rapport. with District employees at organization levels.
8. Provide instructions to other employees under the supervisor's direction.
9. Maintain an optimal level of accuracy for assigned work to ensure compliance with established District procedures.



# JOB DESCRIPTION

10. Work independently receiving a minimum of detailed supervision and guidance.
11. Coordinate specific work requiring the participation of other departments.
12. Prepare, review, and submit agenda items for Superintendent's Cabinet, BOT, and other District events, as per timelines.
13. Schedule and serve as back up scriptioner for Level 2 parent complaint hearings.
14. Schedule, organize, and take minutes as necessary for any other meetings.
15. Oversee the maintenance of the office budget and inventory of supplies and equipment and initiate requisitions as necessary to maintain the efficient and economic operation of the office.
16. Maintain and manage department inventory of technology (barcoded) devices.
17. Prepare and distribute a calendar of activities.
18. Assist in the preparation of annual and requested reports in a timely manner.
19. Prepare, schedule, and process confidential documentation for the interview process.
20. Communicate with committee members as well as applicants regarding interview procedures.
21. Review SPS department email daily and respond accordingly, notifying supervisor when necessary.
22. Assist Student Retention & Truancy Prevention department with clerical support and other duties as assigned by supervisor.

### Supervisory Responsibilities

None

### Equipment Used

Personal Computers and peripherals

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work efficiently in a fast-paced office setting with frequent interruptions; occasional prolonged and irregular hours; repetitive hand/wrist motions and prolonged use of computer. Required prolonged sitting, moderate standing, walking, bending, reaching.

### Terms of Employment

221 days; hourly rate to be established by 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 with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_



# JOB DESCRIPTION

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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.