



Job Title:	Administrative Assistant to Board of Education	Wage/Hour Status:	Non-Exempt
Reports To:	Associate Superintendent of Business and Finance	Pay Grade:	Para 08
Dept. /School:	Administration Building	Date Revised:	09/23/2011

Primary Purpose:

Prepare and post agendas; coordinate materials; record, transcribe, and maintain minutes; organize and manage the routine work activities of an administrative office; provide clerical services to the Board of Education; organize, manage and respond, as required by law, to open record requests.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Working knowledge of:

- The District's policies, procedures, and regulations.
- Office practices, procedures, and equipment.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of secretarial and clerical duties using Microsoft Office and associated functions/features.
- Provide information and assistance to District personnel, office personnel, parents, school personnel, and/or outside agencies relative to District programs and activities.
- Compose routine correspondence and written materials independently.
- Assemble, organize, and prepare records and reports.
- Work confidentially with discretion.

Training in the field of business education, legal communications, or English/journalism.

Experience:

Five years of experience as an executive secretary, or four years of professional experience in business, education, or legal communications.

Major Responsibilities and Duties:

1. Prepare and post agendas for all board meetings, executive sessions, and personnel hearings in accordance with the Texas Open Meetings Act, utilizing electronic methods.
2. Coordinate all materials needed for board meetings, including the distribution of agenda packets prior to each meeting to all concerned parties.
3. Attend all board meetings, study sessions, and personnel hearings.
4. Record, transcribe, assemble, and maintain the official minutes of the Board of Education.
5. Obtain required signatures on legal documents and distribute to appropriate parties.
6. Record and prepare items for distribution to appropriate staff members on actions taken by the Board of Education.
7. Set up, manage, and maintain Board Members calendars.
8. Distribute materials as assigned by the President of the Board and the Superintendent.
9. Prepare and type correspondence, reports, forms, and other materials for the President of the Board, board members, and the Superintendent.
10. Assist school attorney with correspondence, files, and requested information.
11. Research minutes for board members, staff, patrons, and media.
12. Handle all planning for any board functions or receptions.
13. Maintain supplies and equipment for the office, and operate office equipment.
14. Maintain Confidentiality of information.
15. Answers incoming calls and handle day-to-day requests from Board members.
16. Coordinate and hold all Board member elections and Bond elections.
17. Assist with the preparation of the Board budget, prepare purchase orders and authorize payments.
18. Perform other job related duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects

Indoors, in controlled environment

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.