

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Administrative Assistant Student, Family and Community Services	Wage/Hour Status:	Nonexempt
Reports To:	Executive Director Student, Family and Community Services	Pay Range:	790
Dept./School:	Student, Family and Community Services	Date Revised:	05/03/2021

Primary Purpose:

Facilitate the efficient operation of the office of Student, Family and Community Services and provide support to the Executive Director Student, Family and Community Services including planning, scheduling, and communication.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Demonstrate proficiency in Microsoft Office Suite and Google Suite

Strong and effective communication and interpersonal skills

Ability to handle multiple tasks and follow-up

Excellent telephone skills

Ability to diffuse confrontational situations

Maintain professional image and demeanor

Strong human relationship skills

Exemplary organization skills

Responsible for maintaining confidential information

Ability to maintain highly detailed and complex information

Ability to work proficiently under stressful conditions

Ability to work independently and with minimal supervision as needed

Highly knowledgeable of district policies, procedures, and practices

Knowledge of budgeting and financial terms

Understanding of Plano ISD programs: e.g., TEAMS and software including Windows

Speak, read and write in Spanish (preferred)

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Experience:

One to three years of secretarial experience, preferably in a public education environment

Major Responsibilities and Duties:

Maintain day to day office operation, understand the needs of others and foster cooperative work relationships (both internally and externally) that promote the success of the program

Assume responsibility for weekly, monthly, and yearly tasks as required for the organization of the office

Possess overall knowledge of program to handle telephone information, public relation questions, and office management concerns

Maintain Executive Director's calendars and schedule meetings

Disseminate mail for Executive Director by reading, researching, and routing correspondence

Maintain a strong focus on customer service

Create, update and maintain data files checking for accuracy

Input written material from rough copy and edit for sentence structure, grammar, word usage and appearance

Produce and maintain office files

Assist in annual budget preparation by updating TEAMS spreadsheets to meet department and district deadlines

Possess knowledge and maintain all financial/budget documents and work closely with Plano ISD Business/Finance Office

Approve requisitions, check requisitions, and other financial transactions as required for the operation of the department

Act as liaison between the department and other departments in Plano ISD

Maintain department supply inventory

Receive calls for the Executive Director, taking detailed, reliable messages concerning the department, emergencies, and other concerns

Maintain technical knowledge by attending workshops in order to provide information-management support in relation to district network software as added

Keep informed of and comply with all state and district laws, policies and regulations concerning primary job functions

Oversees all office details and serves as liaison between Executive Director and direct reports

Track budget balances

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Maintain awareness of district procedures and departments to facilitate appropriate responses to staff and community inquiries

Follow attendance policy as assigned by supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Perform other functions that may be assigned by the Executive Director

Working Conditions:

Mental Demands:

Reading; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbally); ability to operate personal computer; ability to meet established deadlines; ability to maintain accurate and auditable records. Maintain a positive attitude; work with frequent interruptions. Team player; ability to control emotions under stress. Able to effectively set priorities and organize activities to meet job demands and deadlines

Physical Demands/Environmental Factors

Frequent standing, stooping, bending, kneeling, pushing and pulling. Prolonged use of computer and repetitive hand motions. Occasional lifting up to 50 pounds.

ACKNOWLEDGEMENT:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05/03/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____