

Victoria Independent School District-Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Academic Services Secretary		Academic Services	Chiefs of Elementary and Secondary Schools	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	6	226	Non-Exempt	July 2025

Primary Purpose:

Ensure the efficient operation of the Academic Services Office. Serve as administrative assistant and secretary to the Chiefs of Elementary and Secondary Schools. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public. Assist in facilitating the use of the district’s training facility.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED
Two years of college coursework in business related subjects or equivalent work experience

Experience:

Four years of related work experience (preferably in a school environment)

Special Knowledge/Skills/Abilities:

Proficient keyboarding, word processing, and file maintenance skills
Knowledge of school district organization, operations, and administrative policies
Excellent organization, communication, and interpersonal skills
Ability to use personal computer and software for spreadsheet development, databases, & word processing
Knowledge of and experience with district’s student and financial management information systems

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; fax machine; tape recorder

Posture: Prolonged use of computer; continuous sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Occasional prolonged or irregular hours; traveling between campuses and district facilities is required of this position

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Major Responsibilities and Duties:

1. Prepare correspondence, forms, reports, etc.
2. Compile pertinent data as needed when preparing various state and local reports.
3. Greet visitors and respond to routine inquiries from staff and public; refer appropriate inquiries or problems to appropriate staff.
4. Answer incoming calls and handle questions from public, outside agencies, staff, etc.
5. Maintain a schedule of appointments for Chiefs of Elementary and Secondary Schools.
6. Monitor and process personnel time records (including leave requests and reports), compile information and submit to Business/Payroll Office.
7. Maintain physical and computerized files.
8. Facilitate the use of the VISD training facility (PLC).

Budget

9. Monitor budgets for the Chiefs of Elementary and Secondary Schools.
10. Prepare and process budget requisitions, purchase orders, and pay invoices.
11. Prepare regular budget reports.

Other

12. Prepare payroll reports and monitor personnel time records.
13. Make travel arrangements for department as needed, including making hotel reservations and completing conference registration forms.
14. Schedule meetings and secure and prepare meeting locations.
15. Review and distribute mail.
16. Prepare MOUs for project and staff needs.
17. Oversee documentation required for staff completing the extra duty process.
18. Keep an updated inventory of instructional resources and orders.
19. Comply with district policies and regulations as well as federal and state laws.
20. Maintain confidentiality of information.
21. Perform other duties as assigned.

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