

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Assistant Superintendent of Administrative Services		Administrative Services	Assistant Superintendent of Administrative Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	7	226	Non-Exempt	July 2025

## **Primary Purpose:**

Ensure the efficient operation of the Office of the Assistant Superintendent of Administrative Services by providing comprehensive administrative and secretarial support. Work under general supervision while handling confidential information and serving as a liaison between the Assistant Superintendent and all levels of district staff, outside agencies, and the public. Serve as the initial point of contact for internal and external stakeholders and coordinate day-to-day office operations.

## **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

Proficient in PowerSchool ERP (eFinance), including requisition entry, budget tracking, and reporting

Experienced in Employee Access Center

Skilled in using eSchoolPlus for student information management

Familiar with Let’s Talk for community communication and issue resolution tracking

Familiar in PeachJar for digital flyer distribution and community engagement

Knowledge of school district organization, operations, and administrative policies

Excellent organization, communication, and interpersonal skills

Ability to use personal computer and software for spreadsheets, databases, and word processing

COGNOS Report Writer knowledge and experience

Ability to maintain confidentiality and professionalism

Ability to manage multiple tasks efficiently and meet deadlines

### **Supervisory Responsibilities:**

None

### **Mental/Physical/Environmental Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

*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](mailto:human.resources@visd.net) or contact the HR Executive Director at 361.788.9228.*

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Assistant Superintendent of Administrative Services		Administrative Services	Assistant Superintendent of Administrative Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	7	226	Non-Exempt	July 2025

**Posture:** Prolonged 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:** May work prolonged or irregular hours; frequent districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress; communicate effectively and professionally at all times

## Major Responsibilities and Duties

1. Prepare correspondence, forms, reports, presentations, and documents for the Assistant Superintendent.
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 personnel.
4. Answer incoming calls, direct messages and provide accurate information to stakeholders etc.
5. Maintain the Assistant Superintendent’s calendar and schedule appointments and meetings.
6. Monitor and process personnel time records, including leave requests and reports, compile information and submit to the Business Office.
7. Attend meetings as assigned to stay informed of departmental initiatives and follow up on task.
8. Maintain physical and electronic files, records, and documentation.
9. Comply with federal, state and local statutes and policies.
10. Prepare and process budget requisitions, purchase orders and pay invoices.
11. Maintain an inventory of supplies and submit requisitions.
12. Make partial payments and/or close PO’s upon verification of goods received.
13. Maintain web page with updated resources.
14. Submit Maintenance Work Orders.
15. Utilize district finance system to track expenditures, enter requisitions, and monitor accounts.
16. Process requests for purchases.
17. Schedule meetings in Eduphoria and prepare meeting locations.
18. Obtain and provide grades, attendance, and behavior reports to Probation Officers as requested.
19. Coordinate and manage DAEP (Disciplinary Alternative Education Program) hearings.
20. Assist in handling grievances in accordance with district procedures.
21. Address concerns and assist with communication for upset or dissatisfied parents.
22. Notify principals of concerns and provide campus-specific student information via email.

*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](mailto:human.resources@visd.net) or contact the HR Executive Director at 361.788.9228.*

# Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Secretary, Assistant Superintendent of Administrative Services		Administrative Services	Assistant Superintendent of Administrative Services	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	7	226	Non-Exempt	July 2025

- 23. Coordinate food and prepare the agenda for the monthly JAM meeting.
- 24. Monitor and reconcile office budgets; prepare and process budget requisitions for departments under Administrative Services.
- 25. Prepare regular budget reports for the Assistant Superintendent of Administrative Services.

## Other

- 28. Make travel arrangements including lodging, registrations, and itineraries for the Assistant Superintendent and associated departments.
- 29. Coordinate and prepare logistics for meetings and events.
- 30. Serve as a notary public for the District and its employees.
- 31. Assist and support staff within Administrative Services as needed.
- 32. Review and distribute mail/email.
- 33. Maintain confidentiality of information.
- 34. Participate in bond-related activities, including attending monthly evening committee meetings and bi-weekly construction meetings; responsible for tracking all purchases made with bond funds during the construction of a new elementary school.
- 35. Created and maintained individual binders for each bond committee member, updating them monthly with detailed financial reports and documentation reflecting expenditures and budget status.
- 36. Perform other duties as assigned.

*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](mailto:human.resources@visd.net) or contact the HR Executive Director at 361.788.9228.*