

Fort Worth Independent School District  
**Job Description**

<b>Posting Duration</b>	Open Year Round
<b>Title</b>	<u>Administrative Associate, Elementary</u>
<b>Building/Campus</b>	PEAK Campuses
<b>Job File Number</b>	0708-CL-210
<b>Duty Days</b>	215
<b>Salary: From</b>	26,965.00
<b>Salary: To</b>	33,683.00
<b>Job Duties</b>	<ul style="list-style-type: none"> <li>· Acts as receptionist, answers, screens, refers telephone calls, and handles inquiries.</li> <li>· Initiates, composes, and edits correspondence involving explanation and interpretation of established policies and procedures.</li> <li>· Answers inquiries from school personnel, staff, parents, and the public, requiring interpretation of established policies and procedures.</li> <li>· Types and completes forms, reports, and other materials.</li> <li>· Retrieves, distributes, and files all e-mail messages. Opens and distributes mail.</li> <li>· Gathers, prepares, and maintains files, and records including personnel and payroll information.</li> <li>· Prepares and maintains internal finance records.</li> <li>· Collects and accounts for monies; prepares and maintains balance statements; and deposits money.</li> <li>· Conducts inventories, orders, and distributes school supplies.</li> <li>· Assists substitutes with time cards, assignments, bell schedules, room keys, and building orientation.</li> <li>· Operates multiple function text equipment to record, transfer, combine, duplicate and delete information in appropriate formats.</li> <li>· Receives training in administering medication/first aide procedures by Health Services.</li> <li>· Performs other job related duties as assigned.</li> </ul>
<b>Job Qualifications</b>	<ul style="list-style-type: none"> <li>· A high school diploma or GED, including courses in secretarial practices, typing and office procedures.</li> <li>· Two to five years of secretarial/office assistant experience.</li> <li>· Working knowledge of: <ul style="list-style-type: none"> <li>· the District's policies, procedures, and regulations.</li> <li>· office practices, procedures and equipment.</li> <li>· Microsoft Office and other related software.</li> <li>· oral and written communication skills.</li> <li>· telephone techniques and etiquette.</li> <li>· correct English usage, grammar, spelling, punctuation and vocabulary.</li> <li>· interpersonal skills using tact, patience and courtesy.</li> </ul> </li> <li>· Ability to: <ul style="list-style-type: none"> <li>· perform a variety of secretarial and clerical duties to assist the supervisor</li> <li>· provide information and assistance to District personnel, office personnel, parents, school personnel and/or outside agencies relative to District programs and activities.</li> <li>· compose routine correspondence and written materials independently.</li> <li>· assemble, organize and prepare records and reports</li> <li>· work confidentially with discretion.</li> </ul> </li> </ul>
<b>Application Requirements</b>	<p>Complete the on-line application.</p> <p>Attach a resume as a word document. Copy of high school diploma/GED required if hired. Two job related reference letters required if hired. All foreign transcripts must be equivocated through an approved agency.  <a href="#">(Click here for equivocation list)</a></p>
<b>Additional Job Information</b>	<p><b>GENERAL SUMMARY</b></p> <p>Perform a full range of administrative duties for a school administrator; maintain standard office files; initiate general correspondence; and assist/train lower level office clerical staff.</p> <p>Pay Grade: .S06/215</p>