

**Killeen Independent School District
Job Description**

Job Title: Special Assistant to the Assistant Superintendent
Reports To: Assistant Superintendent
FLSA Status: Exempt

SUMMARY

Supports activities of the office of the Assistant Superintendent by performing assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides administrative support to the Assistant Superintendent.

Performs a variety of research functions.

Compiles statistics and gathers data.

Provides support for educational programs and district initiatives.

Prepares internal and external correspondence.

Manages the calendar of the Assistant Superintendent's office as it relates to the central administration and campus relations.

Prepares information for meetings with the Board of Trustees.

Coordinates and supports implementation of department grants.

Coordinates SBDM elections, schedules SBDM meetings and plans agenda.

Prepares agendas, readies materials and takes minutes for meetings.

Represents the Assistant Superintendent in meetings or events, as needed.

Ensures internal and external customer service.

Prepares informational materials for multimedia presentations.

Meets with parents on behalf of the Assistant Superintendent to listen to complaints.

Researches parent complaints as required and responds to parents.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree required and a minimum of three years' campus experience as an educator.

CERTIFICATES, LICENSES, REGISTRATIONS

Teacher Certification, required

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate. Frequent district-wide travel to multiple campuses as assigned. Individual is expected to spend time in all school environments on at least limited bases and have some interaction with students of all ages. Work schedule extends to evening and weekends, frequently.

Revised Date: October 30, 2018

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