

Highland Park Independent School District Job Description

Job Title: Textbook/PEIMS/Assessment Administrative Assistant **Wage/Hour Status:** Nonexempt
Reports to: Assessment Coordinator **Pay Grade:** 16 - 230 Reporting Days
Dept./School: Curriculum and Instruction **Date Revised:** March 3, 2010

Primary Purpose:

Under direct supervision of the Assessment Coordinator, assist with TAKS shipping, receiving, archiving, and mandatory tracking of assessment materials Support Textbook Manager by inventorying texts, process textbook replacement fees, and arrange text deliveries to campuses.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

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

Ability to meet established deadlines

Proficient keyboarding and file maintenance skills

Effective communication and interpersonal skills

Experience:

Two years clerical and accounting experience

Major Responsibilities and Duties:

1. TAKS testing - Assist with shipping, receiving, archiving, and mandatory tracking of assessment materials and data.
2. Production and distribution of TAKS Intervention information and reports.
3. Test data downloading and collection.
4. Student demographic data collection.
5. Assist with major data submissions.
6. Monitor, implement and support District Textbook Manager.
7. Inventory and audit District textbooks each summer.
8. Insure campus collection for replacement of textbooks.
9. Textbook adoption, ordering, delivery and coordination.

Supervisory Responsibilities:

None.

Equipment Used:

Computer, printer, fax machine, copier, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer and some light lifting.