

# Branch ISD

## Job Description



**Job title:** Administrative Assistant for Post-Secondary Opportunities

**Work Location:** BACC

**Classification:** Auxiliary/Technical (BIO)

**Reports to:** Asst. Supt. of CTE

☒ **Full Time**

☐ **Substitute**

☐ **Exempt**

**Schedule:**

☐ **Part Time**

☐ **Temporary**

☒ **Nonexempt**

7:30am – 4:00pm

Scheduled days will include all days the BACC office is open for business beginning 10 days prior to and continuing 10 days after scheduled student days with the exception of Winter Break and Spring Break will be non-work days.

### Requirements:

Qualification requirements which the Administrative Assistant must possess:

1. Education and/or certification:
  - a. High School Diploma
  - b. Associate's degree desired
2. Experience:
  - a. 2 years of experience in clerical field, including basic bookkeeping
3. Other:
  - a. Ability to interact positively to the public
  - b. Computer experience with Microsoft Office and Google products
  - c. Ability to professionally interact with students

### Essential Functions:

1. Mental Tasks:
  - a. Ability to understand written and oral instructions.
  - b. Ability to demonstrate appropriate verbal and written communication in dealing with students, staff, and the general public.
  - c. Ability to practice the principles of team play with other members of the clerical staff and departments.
  - d. Ability to extrapolate information and put it into a finished document.
  - e. Ability to be flexible under stressful situations.
  - f. Ability to learn new technology to improve job performance.
2. Physical Tasks: (Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions)
  - a. Ability to sit for long periods of time.
  - b. Ability to bend, stoop, squat, and kneel in handling correspondence that must be sorted, separated, filed, and handled during the operation of duplicating.
  - c. Ability to lift and move objects of at least 50 lbs. (i.e. reams of paper, textbooks, office equipment, etc.).
  - d. Ability to drive to local schools to meet with staff and students.
3. Equipment:
  - a. Ability to utilize office equipment such as telephones, computers, printers, copiers, and other related equipment.
  - b. Ability to utilize various software application programs as it applies to the job.

### Policy requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and procedures including the staff handbook, but not limited to:
  - a. attendance
  - b. business procedures
  - c. safety (tornado, fire, lock-down, abuse/neglect procedures, etc.)
  - d. personal appearance
  - e. emergency, accident or illness
2. Attend all required meetings and in-service programs on time.
3. Maintain security and inventory of equipment and materials according to identified system.
4. Follow administrative or supervisor directives, verbal and/or written.
5. Maintain confidentiality.
6. Be punctual, no extensions on allotted breaks or lunch times.
7. Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the position.

**Job Performance:**

1. Communication and interpersonal relationship skills expected:
  - a. Communicate clearly and accurately when writing/speaking.
  - b. Communicate job related problems to administrator and appropriate personnel.
  - c. Accurately receive and place phone calls according to procedure.
2. Management and organization skills expected:
  - a. Complete assignments accurately, on time, and without constant supervision.
  - b. Assist other personnel as needed.
  - c. Follow through on commitments.
  - d. Prioritize work accurately.
  - e. Conserve supplies.
  - f. Maintain working area and equipment.
3. Application of job knowledge expected:
  - a. Demonstrate logical problem solving skills
  - b. Type neatly and error free.
  - c. File and retrieve materials promptly upon request.
  - d. Operate office machines correctly.
  - e. Meet specific performance objectives developed jointly with immediate supervisor.

**Duties:**

1. Assist students interested in RMTC classes with application, financial aid, and enrollment paperwork.
2. Assist with enrollment with evening enrichment classes:
3. Assist all BACC students with the dual enrollment process including; KCC application, Accuplacer testing, and course enrollment.
4. Maintain accurate records of KCC grades and track billing for classes.
5. Enter College courses and grades in skyward for dual enrollment students
6. Assist with scholarship distribution
7. Assist with Early College application process
8. In charge of Articulation Agreements and Student Articulation forms and transcripts.
9. Print certificates for student awards
10. Create Book List for BACC dual enrollment and early college students, drive to KCC main campus to pick up book orders as needed
11. Monitor grades for dual enrollment and early college students bi-weekly.
12. Serve as a back-up person for the main office administrative assistant and manager.
13. All other duties as assigned

**Employee Name:****Employee Signature:****Date:****Date Created:** March 2025**Revisions:**