

# Terrell I.S.D. Job Description

*Terrell Independent School District is an Equal Opportunity Employer*

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

**Job Title:** Leading and Learning Specialist

**Work Days:** 226

**Reports to:** Deputy Superintendent of Leading and Learning

**Pay Grade:** According to TISD Salary Schedule

**Dept./School:** Central Administration

**Start Date:** April 10, 2023

**Contact Person:** Melissa Nichols  
Director of Human Resources

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## Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the Directors and Executive Directors of Leading and Learning and other staff members.

## Qualifications:

### Education/Certification:

High School diploma or GED

Bachelor's degree preferred

### Special Knowledge/Skills:

- Knowledge of Federal Programs and grant procurement and spending requirements preferred
- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Develop spreadsheets, databases and charts

### Experience:

Secretarial experience in educational setting

### Major Responsibilities and Duties:

#### Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the Deputy Superintendent of Leading and Learning
2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain student records as needed.
5. Organize, prepare, and post official board agenda and records for board meetings and distribute to board members and others as required.

6. Comply with policies established by federal and state laws and regulations, and local board policy.

**Accounting**

7. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department and other department staff members.

8. Assist with preparation of purchase orders and payment authorizations.

9. Monitor and process personnel time records including leave requests and reports: compile information and submit to central office.

**Other**

10. Answer incoming calls, take reliable messages, and route to appropriate staff.

11. Maintain a schedule of appointments and make travel arrangements for department staff. 12. 12.

Receive, sort, and distribute mail and other documents to department staff.

13. Maintain confidentiality of information.

14. Coordinator of TAP Evaluation System and Eduphoria.

15. Assist with responsibilities associated with state testing including, but not limited to, ordering, maintaining records, operation of online systems, delivery/return/storage of tests, and coordination with campuses.

16. Create reports using Eduphoria data.

17. Upload data files into appropriate software banks.

18. All other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, printer, calculator, copier, fax machine, scanner.

**Working Conditions:**

**Mental demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Application Procedure:**

**District Employees:**

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/> a. You may attach an updated resume
- b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

**Outside Applicants:**

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
  - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
  - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

**Terrell ISD has a strong commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people including men, women, ethnic minorities and individuals with disabilities.**