

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources  
(409) 916-0107

## Administrative Assistant/Certification Specialist

Job Description

August 2018

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**Reports to:** Assistant Superintendent of Human Resources

**Term:** 226 Days

**Status:** Nonexempt

### Primary Purpose:

Organize and manage the routine work activities of an administrative department office and provide clerical services to the department head and other staff members. Ensure district compliance with state certification and licensing requirements. Work under general supervision to verify and monitor certification status of applicants and employees. Communicate frequently with applicants, employees, administrators, and outside agencies.

### Qualifications:

#### Education/Certification:

High school diploma or GED

#### Special Knowledge/Skills:

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

#### Experience:

Two years secretarial experience, preferably in a public education environment

### Major Responsibilities and Duties:

#### Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the department head and other department staff members using personal computer.

“Job Openings” are posted at [www.tcisd.org](http://www.tcisd.org) .

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2. Compile pertinent data as needed when preparing various state and local reports.
3. Maintain physical and computerized departmental files.
4. Maintain employee records as needed.

### Accounting

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
6. Assist with the preparation of purchase orders and payment authorizations.
7. Monitor and process personnel time records including leave requests and reports; compile information and submit to central office.

### Certification and Licensing

8. Audit and maintain certification and licensing information of certified or licensed professionals, paraprofessionals, and auxiliary employees.
9. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
10. Assist principals and director of human resources (HR) in assignment of teachers according to SBEC assignment criteria.
11. Process SBEC permit applications and monitor permit status.
12. Research and maintain current computerized and physical information on SBEC rules, certification requirements and processes, testing dates, etc.
13. Track certification, testing, and permit status and communicate with employees to ensure completion of certification requirements within established timelines.
14. Serve as resource person to administrators and employees on certification issues.

### Records, Reports, and Correspondence

15. Maintain computer and physical database of certified and licensed staff.

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16. Prepare, record, and distribute correspondence, forms, contracts, letters of intent, and reasonable assurance letters using personal computer.

**Other**

17. Answer incoming calls, take reliable messages, and route to appropriate staff.
18. Maintain a schedule of appointments and make travel arrangements for department staff.
19. Receive, sort, and distribute mail and other documents to department staff.
20. Maintain confidentiality of information.
21. Maintain and operate employee management system using Skyward.
22. Perform other duties as assigned

**Supervisory Responsibilities:**

None.

**Equipment Used:**

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

**Working Conditions:**

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

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

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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.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

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Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

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