

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Admin. Asst. to the Director of Family & Community Engagement **Wage/Hour Status:** Nonexempt
Reports to: Director of Family & Community Engagement **Admin/Prof Pay Grade:** 6 (226Days)
Dept./School: Central Administration | Family & Comm. Eng. Office **Date Revised:** 01/13/2026

Primary Purpose:

Ensure the efficient operation of the department of Family & Community Engagement and the Family Resource Center. Provide clerical services to supervisor, and other team members as assigned in a collaborative and fun work environment. Work under general supervision and direct the work of other clerical staff as assigned. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

Support team-driven positive engagement opportunities for families and community from, and in partnership with, the school district. Prepare and provide information for stakeholders as directed while building unity and support for students, families, and community partners.

Qualifications:

Education/Certification:

High School diploma or GED
Associates degree preferred

Special Knowledge/Skills:

Absolute commitment to building positive, proactive culture for team, district, community
Proficient file maintenance skills
Knowledge of school district organization, operations, and administrative policies Excellent organization, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, conduct word processing Ability to interpret statistical analysis of various data, including via surveys, focus groups, committee feedback, and financial reports
Ability to use personal computer and software programs to compile, report, and present information in a clear, thoughtful, and strategic manner
Bilingual, preferred

Experience:

Proven trustworthy with confidential information as required by law, and/or other sensitive information Three years or more advanced secretarial experience with extensive contact with people
Prior experience in public school district or other entity

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare meeting agendas, reports, presentations, and/or documents as assigned for the director, department team, and the G-P Education Foundation.
2. Prepare correspondence, memoranda, and reports as required for board meetings and other speaking engagements for the director and team.

3. Collect, organize, and upload reports via electronic communication systems in various forms.
4. Prepare all correspondence, memoranda, and reports for the Director of Family & Community Engagement Office using office-assigned district computer.
5. Compile pertinent data as needed when preparing various state and local reports.
6. Maintain physical and computerized departmental files.
7. Distribute materials to other departments/teams as assigned.
8. Update the District website as needed.
9. Effective in multi-tasking, greeting visitors and community members, answering phones and returning messages. Respond in a timely fashion daily and maintain genuine, delightful countenance with all stakeholders.
10. Schedule appointments and maintain the Director of Family & Community Engagement's calendar, as well as pertinent deadlines, tasks, and meetings on team calendars as needed.
11. Greet visitors, respond to routine inquiries, answer incoming calls and handle questions from public, outside agencies, staff and parents. Refer to the appropriate campus, director or superintendent as appropriate if not able to respond within assigned office.

Accounting

12. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department.
13. Assist with department preparation purchase orders and payment authorizations.
14. Maintain budget status including records of encumbered and unencumbered amounts and perform monthly reconciling of each account.

Other

15. Serve as support for the district social workers.
16. Serve as support as the receptionist for the G-PISD Operations and Family Resource Center facility as needed.
17. Fully support the Director of Family & Community Engagement and team event planning and execution processes, including attending district events as assigned outside of regular work hours when needed.
18. Organize and manage routine work activities for the Family Resource Center.
19. Maintain physical and computerized files.

20. Assist with travel arrangements for the Director of Family & Community Engagement and team as needed, including making hotel reservations, flights and turning in conference registration forms.
21. Maintain confidentiality of information.
22. Assist the department team with ordering supplies and equipment as needed.
23. Assist with the coordination of meetings/trainings as needed.
24. Work collaboratively with all departmental staff across the district.
25. Follow district safety protocols and emergency procedures.
26. Has regular in person attendance and complies with notification procedures for absences.
27. Perform other duties as assigned.

Budget

1. Administer department budget and ensure that programs are cost effective and funds are managed prudently.
2. Compile budgets and cost estimates based on documented program needs.

Other

3. Follow district safety protocols and emergency procedures.
4. Has regular in person attendance and complies with notification procedures for absences.
5. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: _____ Date: _____