

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT

871 Taylor
Hughes Springs, Texas 75656
903-639-3800

VACANCY ANNOUNCEMENT

DATE: June 12, 2018

POSITION TITLE: Administrative Assistant to the Counselor & Campus Administrators at Elementary Campus

SALARY & LENGTH OF WORK YEAR: Per HSISD Pay Scale, 202 Work Days

POSITION REQUIREMENTS:

Primary Purpose:

Perform clerical duties related to the daily operation of the principal's and assistant principal's office and provide clerical services to the campus counselor.

Minimum Qualifications:

Education/Certification: High school diploma or GED certificate
Experience as a Secretary or Administrative Assistant

Preferred Qualifications:

Associates Degree or Higher
Previous Experience as a Secretary or Administrative Assistant in an Educational Setting

Special Knowledge/Skills:

Proficient typing, word processing, and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing
Ability to maintain confidentiality
Ability to follow established policies, procedures and comply with laws
Ability to work under tight deadlines
Demonstrate aptitude for the work to be performed

ILLUSTRATIVE DUTIES: Per HSISD Job Description

APPLICATION PROCEDURES: Application available at www.hsisd.net
(Administration: ↙ Employment)
Print, then fax, email or mail application to
Scott Hanes, Elementary Principal
Office: 903-639-3880
Fax: 903-639-2624
Email: hanes@hsisd.net

APPLICATION DEADLINE: Until position filled

An Equal Opportunity Employer

House Bill 1130, 77th Legislature, May 2001

School district employees who desire certification as a teacher and meet eligibility requirements may receive financial assistance at public colleges and universities in Texas. Additional information is available from Human Resources at 903-639-3800