**SBISD Summer School – Secondary Employee Information**

**Administrative Assistant**

**Major functions and responsibilities:** Assist with the clerical duties and operation of the

summer school office. Must be able to use Skyward and Excel.

**Examples of Key Duties:**

* Responsible for answering the switchboard/phone.
* Attendance reconciliation & reporting
* Payment clerk
* Other duties as assigned.

**Staff Relationship:** This person is directly responsible to the High School Summer School

Administrative Team.

**Qualifications:** The person in this position should have the following credentials:

• High school diploma

• Typing skills

• Ability to communicate with staff

• Perform all assigned duties in a professional, ethical, and responsible manner

• Currently employed by Spring Branch ISD

• Returning as SBISD employee in Fall 2018

**Terms of Employment: 21 Days**

**In-service Dates:** June 7th

**Program Dates:** Session I: June 11th – June 26th

Session II: June 27th – July 17th (No School on 7/4 or 7/5)

Monday – Thursday: 7:30 – 3:00

**Hourly Rate:** Same as regular rate not to exceed $18.00 per hour

**FLSA Status**: Exempt

**Procedure for Application:** Complete the online application

**Deadline for Application:** May 1st, 2017