

Thomas Buzbee Vocational High School
Gulf Coast Trades Center
Job Announcement

Position: Administrative Assistant

Position Available: 1

Opening Date: April 3, 2018

Closing Date: Until Filled

Salary: DOE

Status: Exempt

General Description

Provide staff and student support services during the day. Assigned tasks based upon immediate need.

Reports To

Principal / Assistant Principal

Supervises

Students As Assigned

Qualifications

- High School Diploma/GED required and 2 years college preferred.
- Additional supplement available for applicants possessing four year education degrees should they be hired.
- Additional supplement available for bilingual applicants should they be hired.
- Prior experience working with students, preferably in a structured setting
- Ability to work cooperatively with others and maintain a positive attitude in the work environment
- Ability to use good judgment in problem-solving and decision making
- Ability to use time productively
- Ability to follow school policies and procedures
- Ability to accept supervisory direction and desire to improve job skills
- Ability to demonstrate tact, courtesy, and helpfulness in dealing with staff, students, and visitors to the school
- Ability to relate to youth and minority groups.
- Ability to transport students as needed in agency transportation.
- Ability to use a variety of technology.
- Travel as required.
- Certifications as required by Agency or law and other licenses.
- Must have own transportation.
- Possess a valid Class C Texas Driver's License.
- Must satisfactorily pass a criminal history check conducted by this State.
- Must pass drug screen.

Specific Duties

- Provide administrative leadership to staff and students.
- Provide consistent enforcement of all campus and agency guidelines.

- Communicate effectively with students of various cultural backgrounds.
- Provide support to instructors as needed.
- Promote smooth work relationships with fellow co-workers and other staff.
- Assume all duties as assigned by the Administration.
- Provide confidentiality regarding all personal student information and agency business.
- Assist with keeping students focused on the learning assignment through one-on-one efforts
- Assist with implementation of daily routines and schedules.
- Serve as the administrative leadership directly in charge during the absence of both the principal and assistant principal.
- Participate in appropriate staff development as required to ensure professional growth.
- Participate in staff meetings, committee meetings, and/or ARD meetings as required by job assignment.

Evaluation

The evaluation will be based on the positive outcome and achievement of all students.

Contact

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