



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Executive Secretary to the Chief Academic
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Chief Academic Officer

**Position Summary:**

Perform the duties required to provide highly confidential administrative secretarial support and staff assistance to the Chief Academic Officer.

**Essential Functions:**

- Meet and instruct assigned classes in the locations and at the times designated
- Plans a program/lesson of study that, as much as possible meets the individual needs, interest, and abilities of the students
- Prepare for classes assigned and show written evidence of preparation upon request of the principal
- Screen, respond to and satisfactorily process inquiries received from principals, parents, students, administrators, Board members, officials and other district constituents, responding on own initiative or directing to the Chief Academic Officer member or other district personnel.
- Greet, provide information and assist office visitors, parents, staff, Board members, officials and other district constituents.
- Support budgeting and payroll functions for the Department.
- Maintain Chief Academic Officer member's calendar, arrange meetings at his/her request and schedule other meetings as needed.
- Gather, assemble and maintain a tickler file of background information needed by the Cabinet member.
- Coordinate travel needs for the Chief Academic Officer, including securing tickets, hotel reservations, rental cars, charter flights, etc.
- Type or verbally convey confidential information on Board policies, administrative decisions, and other related matters to administrators, Board members, officials and other district constituents as directed by the Chief Academic Officer.
- Receive, check, approve and sign requisitions, vouchers, forms, and documents in a timely manner for the Chief Academic Officer or under own signature.
- Serve as confidant on sensitive matters relating to parents, staff, Board and district constituents.
- Compose correspondence for own or Chief Academic Officer's signature, using knowledge of district policies and procedures.
- Perform related duties or special projects. Input payroll information for Chief Academic Officer's office.
- Prepare, maintain and monitor the budget and expenditures for the Chief Academic Officer office.
- Ensure maintenance of the complex, confidential filing system for the Chief Academic Officer office.
- Attend meetings and events; serve on committees or as project manager for various special projects.
- Provide assistance and direction to clerical staff/data technicians in order to complete assignments in a timely and efficient manner.
- Ability to establish and maintain effective working relationships with superiors, associates and the general public and to effectively convey information on departmental programs.



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- Requisition supplies and equipment using standard purchasing practices to maintain adequate stock.
- Prepare and enter payroll/time and attendance data through SAP for the Department.
- Performs other duties as assigned.

**Experience:**

- Minimum of 4-5 years of experience of responsible office/clerical and administrative support experience for management personnel.

**Education:**

- High school education or equivalent plus additional broad specialized training with a focus on office functions, business practices and personal computer use.

**Knowledge, Skills, and Abilities:**

- Ability to interpret instructions written and oral.
- Ability to effectively work and interact with others.
- Ability to work independently and handle day-to-day operations in the absence of the administrator.
- Ability to use proper business English, spelling and punctuation in written communications.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee      Date

\_\_\_\_\_  
Immediate Supervisor      Date

\_\_\_\_\_  
Human Resources      Date



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*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*