



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

<i>Position Title:</i>	Administrative Assistant II
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Director

Position Summary:

The Administrative Assistant II performs the duties required to assist director with day-to-day operations, coordinate magnet and gifted magnet programs and in enrolling students into St. Louis Public Schools.

Essential Functions:

- Respond to director's requests for materials, research, and input regarding all aspects for operations.
- Respond to parental inquiries for information, assistance and input regarding SLPS programs, services, choices and functions.
- Coordinate applications and data accumulation for magnet gifted program.
- Enroll students in St. Louis Public Schools.
- Coordinate on-site and off-site needs for enrollment drives including contacting, interviewing and hiring prospective part-time enrollers.
- Set up and maintain offsite satellite centers during enrollment drives.
- Coordinate budget for R&CC to submit to director for approval.
- Create reports for director, on-site staff, and other SLPS employees including board members and Superintendent regarding R&CC magnet schools.
- Coordinate on-site needs for magnet schools.
- Attend various informational sessions for both SLPS and communities/institutions requesting information regarding magnet schools application and placement.
- Maintain and update computer systems and office equipment with assistance and recommendations from MIS/Technology.
- Train and observe additional part-time staff during enrollment drive.
- Perform other duties as assigned.

Marginal Functions:

- Respond to on-site staff questions and concerns and relay essential information to director.
- Communicate with other SLPS officers and schools regarding policy, procedures and guidelines.
- Coordinate on-site staff with regard to absences, additions, needed staff during enrollment drives, assignment of work duties, and distributing new information regarding SLPS.

Experience:

- Minimum of three years job related experience



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

Education:

- Graduation from a general or technical high school, or knowledge of administrative practices equivalent to high school plus specialized training.
- Associate's Degree or higher

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Standing, walking, sitting, talking, hearing.
- Clarity of vision at 20 inches or less with the ability to bring object into sharp focus.
- 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.

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



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

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.