



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

Position Title:	Administrative Assistant II
Payroll/Personnel Type:	12 Month
Reports to:	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 school 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

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

