



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

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<b>Position Title:</b>	Admin Assistant to Superintendent
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	54
<b>Reports to:</b>	Superintendent of Schools
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Administrative Assistant to the Superintendent perform the duties required to assist and relieve the Superintendent of Schools of paperwork and impediments so that they may devote maximum attention to the central problems of education and educational administration providing overall administrative support to the Superintendent of the St. Louis Public School District.

**Essential Functions:**

- Manage internal and external communications form and through the Board of Education
- Maximize utilization and effective management of the Superintendent's time in a confidential and professional manner
- Review and abstract data and information in preparation of meetings and keep the Superintendent current regarding District issues
- Attends School Board meetings and other meetings as directed by the Superintendent and takes minutes
- Typing, filing and distribution of all School Board meeting agenda and minutes and accompanying support materials including collection of relevant data through incoming mail and from District Administrators
- Organization, distribution and posting of meetings
- Open and review incoming mail
- Process incoming correspondence and flag priority/sensitive mail in order to expedite
- Report regularly to the Superintendent any developments or problems within the school system which may require the Superintendent's awareness or action
- Compose various letters of acknowledgement, thanks, waivers, employment matters, or memoranda in the Superintendent's name, as instructed, in addition to typing correspondence already composed by the Superintendent
- Occasionally lend clerical support to the Business Office
- Schedule appointments and coordinate arrangements for meetings/conferences
- Makes appointments for interviews with prospective applicants and typing interview instruments for search committee members as assigned by Superintendent
- Maintain databases for personnel matters: evaluation cycle, certification expiration, etc.
- Maintain lists of various committees and their members for communication and record purposes
- Maintain through knowledge of school department policies and procedures
- Establish and maintain the superintendent's office filing systems
- Types for School Board members and committees as assigned by the Superintendent
- Maintain the School Board's Policy Manual and update as required, disseminate updates as appropriate. Maintain system for indexing and numbering of administrative guidelines
- Generate and maintain Master Employee Database for district employees which allows for annual update of employee directory



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- Serve as Central Office contact for members of the District Leadership Team to facilitate inclusion of items for agendas, meeting planning, etc.
- Assist the Superintendent with school opening
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed above
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy
- Demonstrated computer skills
- Must be team oriented with excellent interpersonal and communication skills
- Must be willing to participate in ongoing in-service training as requested
- Must maintain a high level of ethical behavior and confidentiality of information as required by law
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

**Experience:**

- Five years of responsible and varied secretarial experience including
- Two years of experience performing secretarial work for an administrative official

**Education:**

- Associate Degree (preferred)

**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:**



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\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***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.***