



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

Position Title:	Executive Administrative Assistant to Board of Education
Payroll/Personnel Type:	12 Month
Job #:	8399
Reports to:	Board of Education and Superintendent
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Executive Administrative Assistant to the Board of Education provides direct support and assistance to the Board in the management and leadership of the school district and all related duties and responsibilities. Support and assistance includes, but is not limited to, the performance of clerical tasks; drafting or developing correspondences and other materials (hard copy as well as electronic copy); disseminating or collecting information to or from all appropriate internal and external stakeholders; preparing Board materials and attending school Board meetings; keeping records of Board meetings and all other functions as directed by the Board of Education or Superintendent; researching, preparing, and assembling materials for presentations, trainings or workshops for the Superintendent. In addition, the Executive Assistant will manage the School Board Meeting Calendar and will provide limited clerical support to the Board of Education.

Essential Functions:

- Taking dictation and transcribing; typing letters and memoranda for Board of Education members
- Place or make return calls on behalf of the Board of Education (including email responses and letters of acknowledgement)
- Schedule appointments as appropriate for the Board of Education
- Attend required staff meetings as appropriate
- Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, parents, and representatives of resource agencies within the community
- Assist the Superintendent, and Board of Education members, in the preparation of reports and documents by: gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating presentations, copying collating, and transmitting or distributing final products
- Assist in the compilation of the Board packet and other materials to be distributed to the Board of Education members, designated staff and community for the SLPS Board of Education monthly meetings
- Prepare reports for the Board of Education as requested
- Meet with Board members concerning Board meetings
- Attend workshops, regular meetings, and special meetings of the Board of Education
- Attend community meetings when requested
- Coordinate deliveries to the Board of Education members
- Complete other duties as assigned

Knowledge, Skills, and Abilities:

- Have excellent integrity and demonstrate good moral character and initiative
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills
- Relate well with students, staff, administration, parents and the community



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- Demonstrate the ability to work with diverse populations
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- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Demonstrate the ability to use electronics for word processing, data management, information retrieval, visual and audio presentations, and telecommunications
- Possess skills to perform multiple, non-technical tasks with a need to occasionally upgrade those skills in order to meet changing job conditions
- Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records
- Knowledge to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems
- Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; and office methods and practices
- Ability to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment
- Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods
- Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment
- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited
- Specific abilities required to satisfactorily perform the functions of the job include: adapt to changing work priorities; be attentive to detail; communicate and work with all stakeholders in multiple District divisions; maintain confidentiality; meet deadlines and schedules; organize and complete assigned projects with limited assistance from the Executive Director of Pupil Services, and work with detailed information/data

Experience:

- Five years of responsible and varied secretarial experience
- Fifteen or more years' experience as a confidential secretary or administrative assistant (preferred)

Education:

- Bachelor's Degree or 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



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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

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.