



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

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<b>Position Title:</b>	Executive Administrative Assistant to Board of Education
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8399
<b>Reports to:</b>	Board of Education and Superintendent
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$79,898

**Position Summary:**

The Executive Administrative Assistant to the Board of Education provides high-level administrative support to the Board of Education and the Superintendent, ensuring effective management of board activities and district leadership operations. The position involves, but is not limited to, organizing board meetings, preparing timely and accurate agendas and minutes, drafting correspondence, and maintaining positive relationships with internal and external stakeholders. The role requires excellent communication, organizational skills, and the ability to manage confidential information. Additionally, the Executive Administrative Assistant will assist with research, presentation preparation, and community outreach activities.

**Essential Functions:**

**Meeting Support:**

- Draft, review, and distribute timely and accurate agendas, minutes, and reports for Board of Education meetings.
- Attend, record and transcribe all regular, special, and community board meetings.
- Coordinate meeting logistics, including scheduling and materials preparation.
- Attend the required staff meetings as appropriate.

**Administrative Support:**

- Provide administrative assistance to the Board, including transcribing dictation, drafting letters, memoranda, and email communications.
- Perform additional administrative tasks as assigned by the Board of Education or Superintendent.
- Place or make return calls on behalf of the Board of Education (including email responses and letters of acknowledgement).
- Manage the Board of Education's calendar, including scheduling meetings, appointments, and events.
- Assist with the preparation of presentations, reports, and documents using word processing, data management, and graphic design software.
- Gather and organize data for board reports and special requests.

**Communication & Stakeholder Engagement:**

- Serve as a liaison between the Board of Education, Superintendent, district staff, parents, and community stakeholders.
- Facilitate communication, responding to inquiries and disseminating information as directed by the Board.
- Maintain positive and cooperative relationships with all internal and external stakeholders, ensuring clear and consistent communication.



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**Document Management & Record-Keeping:**

- Maintain accurate records of Board meetings and decisions.
- Assist in the compilation and timely distribution 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.
- Manage document organization and filing systems, both electronically and in hard copy, ensuring compliance with district policies and legal requirements.

**Project Management:**

- Support the Superintendent and Board in the research, preparation, and execution of special projects, presentations, and workshops.
- Assist with the coordination and logistics of district initiatives, community meetings, and events.
- Provide occasional clerical support to other district leaders as needed.

**Knowledge, Skills, and Abilities:**

**Integrity and Discretion:**

- Must demonstrate excellent moral character, integrity, and the ability to handle sensitive and confidential information.
- Ability to build and maintain positive relationships with board members, district staff, parents, and the broader community.

**Communication:**

- Strong written and oral communication skills, including grammatically correct and professional vocabulary.
- Demonstrate the ability to work with diverse populations

**Technological Proficiency:**

- Proficient with office technologies such as Microsoft Office Suite (Word, Excel, PowerPoint), data management systems, and visual presentation software.
- Demonstrate the ability to use electronics for information retrieval, visual and audio presentations, and telecommunications.

**Organizational Skills:**

- Ability to schedule and handle multiple tasks, competing priorities, and meet deadlines in a fast-paced environment.
- Ability to operate standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

**Problem-Solving:**

- Capable of independent decision-making and troubleshooting issues that arise during day-to-day operations.



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- 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.

**Attention to Detail:**

- Strong attention to detail in preparing, reviewing, and managing materials for the Board and Superintendent.
- Ability to spot inconsistencies or errors in documents and ensure accuracy in all communications and reports.

**Experience:**

- Five years of responsibility and varied secretarial experience.
- Minimum of three years of high-level administrative or secretarial experience, preferably supporting executive leadership.
- Ten years of experience as a confidential secretary or administrative assistant (preferred).
- Five years of experience working as an administrative assistant in an educational environment or similar field (preferred).

**Education:**

- High School Diploma (Required).
- Associate's or Bachelor's degree in business administration, communications, or a related field (preferred).
- Relevant certifications in office management, project management, or administrative support are advantageous.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle.
- Must be able to exert up to 20 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.
- Occasional travel to community meetings and district events as required.

**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:**

