



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

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<b>Position Title:</b>	Adult Basic Education Data Entry – Teacher Aide
<b>Payroll/Personnel Type:</b>	Part-Time
<b>Job #:</b>	9477
<b>Reports to:</b>	Supervisor of Adult Education and Literacy
<b>Shift Length:</b>	Varies
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The Adult Basic Education Data Entry – Teacher Aide is responsible for filing, fulfilling record information in the system and converting hard copy records into electronic files.

**Essential Functions:**

- Assesses and records student accomplishments on a regular basis through an approved DESE format
- Maintains accurate attendance, progress, and enrollment records on students
- Follows Adult Education and Literacy procedures for reporting student attendance
- Provides first line contact with all record requestors
- Requires filing, new file preparation, maintenance of current and non-current student files, keeping written logs of access of records, maintenance of record request documentation, researching prior records of students
- Uses office machines and software to include multiple line telephones, voicemail, document shredder, computer, e-mail, internet, Adobe, MS Office products, scanners, copier, printers, fax machine, electric stapler, etc. to complete various office tasks
- Requires filing, new file preparation, maintenance of current and non-current student files, keeping written logs of access of records, maintenance of record request documentation, researching prior records of students
- Proficient in the computer-related programs, such as Microsoft Office Suite, and Adobe
- Performs other duties and responsibilities as assigned

**Knowledge, Skills, and Abilities:**

- Knowledge of customer service standards and procedures
- Records maintenance skills
- Ability to work effectively with diverse populations
- Ability to communicate with and provide routine assistance to customers
- Ability to maintain confidentiality of records and information
- Clerical, word processing, and/or office skills
- Skill in the use of personal computers, scanners and related software applications
- Skill in the use of operating basic office equipment
- Ability to effectively work and interact with others

**Experience:**

- Minimum of three years job-related experience (preferred)

**Education:**

- High School Diploma or Equivalent (required)



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle`

