SINE SAINT LOUIS **PRECHOOSES LOS

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

Position Title:	Adult Basic Education Data Entry – Teacher Aide		
Payroll/Personnel Type:	Part-Time		
Job #:	9477		
Reports to:	Supervisor of Adult Education and Literacy		
Shift Length:	Varies		
Union Eligibility:	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`



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- 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:						
Employee	Date	е				
	Immediate Supervisor		Date			
Human Res	ources	 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.