

## ADMINISTRATIVE ASSISTANT II

### QUALIFICATIONS:

- High school education or equivalent plus additional training directly related to job requirements, equal to one year of full-time study in a college, junior college, or secretarial school
- Related coursework in office administration or business is most desired; additional experience can be used to offset education requirements
- One year of prior related experience in an office environment with individual responsibilities for completing or coordinating projects
- Strong organizational skills and ability to maintain accurate records
- General clerical and keyboard skills, and familiarity with Google Suite
- Strong written and verbal communication skills
- Proven ability to work independently, coordinate work efforts with others, and take initiative on projects
- Demonstrated capability for working independently in an environment with constant interruptions and periods of high volume
- High competency in Microsoft Excel/Google Sheets spreadsheets

### REPORTS TO:

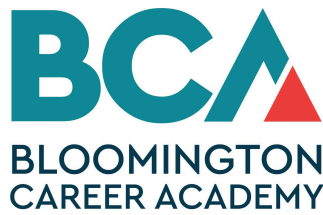
- Director of Bloomington Career Academy

### JOB SUMMARY:

- Under indirect supervision, this position is primarily responsible for day-to-day coordination of attendance, transportation, grades, application and enrollment process, and member school district notification for vocational education classes.
- Coordinates several other programs under the direction of the Director
- FLSA Status: Non-exempt

### PERFORMANCE RESPONSIBILITIES:

1. Perform general clerical jobs, including phone, copy, mail and fax duties for administration and faculty
2. Answer Bloomington Career Academy phones and directs calls or takes messages as needed
3. Collect contact information at the beginning of school for participating BCA schools for staff to use throughout the school year
4. Provide daily student assistance in the office
5. Generate various reports upon request using Skyward, Excel and Access
6. Coordinate busing with Illinois Central School Bus for consistent routes such as Cosmetology, Nurse Assisting, Fire Science, and Construction classes and for field trips
7. BCA contact for member school bus coordinators
8. Collaborate with administration in assigning parking passes and managing transportation-related needs
9. Assist teachers in organizing field trips, coordinates attendance with other schools, distributes and collects parent permission forms and posts field trips on the BCA Google Calendar
10. Enter attendance information for all BCA students daily and communicate that attendance with member school districts
11. Generate several attendance reports, including daily absences, approved absences, and add/drop list - call schools regarding attendance problems and enrollment lists, distribute daily attendance records to each participating school and make corrections of absence codes
12. Meet with administration regularly regarding attendance communications with home high schools and families
13. Coordinate variable school schedules and calendars from each district and notifies staff of closings that differ from District 87 through the BCA Google Calendar and monthly calendars
14. Notify participating schools of any dates District 87 is closed when their schools are open and inform relevant stakeholders with an updated BCA calendar on the 1st of every month with changes, additions and field trip schedules
15. Send regular emails to member schools for satellite programs with calendar updates



16. Coordinate the collection of grades based on the participating schools' grading period, distributes quarterly and semester grades to each home school, and enters progress reports into the student database
17. Process Athletic Eligibility grades weekly
18. Assist the administration with the Bloomington Career Academy application process (run reports of enrolled students and communicate with relevant stakeholders)
19. Prepare and distribute welcome letters and relevant registration documents to families and other relevant stakeholders
20. Assist administrators and administrative assistant staff with responding to and managing the "contact BCA" email
21. Assist the administrative assistant staff when needed (special projects, generating forms, email lists, etc.)
22. Lead coordination for Sophomore and Eighth Grade Career Expos, including coordinating venue reservations, drapery and other material acquisition, community partner signups, and communication with school districts regarding sign-ups and event packets, BCA staff and D87 maintenance material transportation coordination, BPD security contracts, coordinating expo setup, food & drink coordination, distribution of marketing materials, student activity development, appropriate documentation, and other related duties
23. Organize and assist students from outlying schools with lunch options from the BHS cafeteria

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would conform with the skills and responsibility levels appropriate for this position.