



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 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. Performs general clerical jobs including phone, copy, mail, and fax duties for administration and faculty
2. Answers Bloomington Career Academy phones and directs calls or takes messages as needed
3. Collects contact information at the beginning of school for participating BCA schools for staff to use throughout the school year
4. Provides daily student assistance in the office
5. Generates various reports upon request using Skyward, Excel and Access
6. Coordinates 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. Collaborates with Assistant Principal in assigning parking passes and managing transportation-related needs
9. Assists teachers in organizing field trips, coordinates attendance with other schools, distributes and collects parent permission forms, posts field trips on BCA google calendar
10. Enter attendance information for all BCA students daily and communicate that attendance with member school districts
11. Generates several attendance reports including daily absences, approved absences, Illini Data, add/drop list - calls schools regarding attendance problems and enrollment lists, distributes daily attendance records to each participating school and will make corrections of absence codes
12. Meet with the assistant principal on a regular basis regarding attendance communications with home high schools and families
13. Coordinates 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 informs each school administrator with an updated BCA calendar on the 1st of every month with changes, additions and field trip schedules
15. Sends regular emails to member schools for satellite programs with calendar updates
16. Coordinates collection of grades based on the participating schools' grading period, distributes quarterly and semester grades to each home school, enters progress reports into the student database as well as mails quarterly report directly to all parents/guardians and a copy to each school administrator/counselor



17. Processes Athletic Eligibility grades as needed
18. Coordinates the Bloomington Career Academy application process
19. Create, add and/or update student profiles utilizing application information
20. Provide application data to the Director to determine the potential number of sections needed
21. Generates various reports upon request using Skyward, Excel, and Access, including monthly enrollment counts that provide information on students per school and students per class
22. Notifies schools of enrollment and verifies “billing date” lists for enrollment, notifies counselors and principals of student enrollment
23. Prepares and distributes enrollment packets to students containing welcome letters and forms to be returned with signatures for processing enrollment
24. Assist administrators and administrative assistant staff with responding to and managing the “contact” email
25. Assists administrative assistant staff when needed
26. Assists with special projects including generating applications, forms, and email lists for other various events

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