

Employer: St. Louis Language Immersion Schools (SLLIS)

Job Title: Part Time Title 1 Administrative Assistant

Number of Job Openings: 1

Work Hours: Monday to Friday from 3:30 pm to 6:30 pm, 15 hours/week

Supervisor Name, Email and Phone:

Meryl Sundy, meryl@sllis.org, 314-533-0975 for French School

Arlene Galve, arlene@sllis.org, 314-533-0975 for Spanish School

To apply for this position please send an email with attached resume and completed employment application to one of the supervisors above.

Purpose of Job:

To support SLLIS staff, students and families by managing front desk during the afternoon programs. To support Title 1 programming for students by tracking academic progress in literacy during afternoon programs.

Duties:

Greets public, parents, students, vendors, etc. for the purpose of responding to their inquiries and/or directing them to appropriate personnel. Performs record keeping and clerical functions (e.g. answers phone, copying, faxing, data keying, filing, etc.) for the purpose of supporting the school's administration.

Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety issues. Responds to inquiries of staff, parents and/or students for the purpose of resolving inquiry and/or forwarding to appropriate parties.

Acts as administrative aide for after-school enrichment programs (Amigos y Amis). Responsibilities include but are not limited to: tracking expenses and budget projections, maintaining student progress charts, facilitating communication with Amigos y Amis staff and volunteers, helping to prepare materials for after-school programming. Other duties as assigned.

Required/Preferred Qualifications:

The Receptionist must be reliable, child-friendly and devoted to improving education. Clerical or office management experience and experience working in a diverse team are also highly desirable. This position does not require prior study of French or Spanish but it would be highly desirable. Excellent time management, communication and organizational skills are essential.

St. Louis Language Immersion Schools

Your Passport To Learning



Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____

Position Applied for: _____ Would you consider a part-time position? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

If yes, when?

Have you ever been convicted of a felony? YES NO

If yes, explain:

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree/Subject: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree/Subject: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree/Subject: _____

Training and Experience

Do you have teaching experience?: YES NO What grades/levels have you taught?:

How many years of combined teaching experience do you have?:

Are you certified to teach? (please indicate for what levels and in where certification was received):

Do you have experience studying, working, living or traveling outside the United States?: YES NO

Please describe:

Do you have experience in providing services or teaching diverse populations, including low-income, special needs and/or ethnically diverse groups?:

YES NO

Please describe (include population served and work/service performed):

Languages

What is/are your native language(s)?:

Do you speak any other languages? (Please indicate your level of proficiency/fluency in spoken and written communication in each language):

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Previous Employment

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
 Address: _____ Supervisor: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Responsibilities: _____
 From: _____ To: _____ Reason for Leaving: _____
 May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
 Rank at Discharge: _____ Type of Discharge: _____
 If other than honorable, explain: _____

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____