



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

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<b>Position Title:</b>	Executive Director of College and Career Readiness
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8814
<b>Reports to:</b>	Chief of Schools
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$175,000

**Position Summary:**

As the Executive Director, College and Career Readiness you will report to the Deputy Superintendent of Academics and be a senior leader in our Academic Office. You will lead the district's transformational work leveraging relationships within the local and national community to ensure that all secondary students, including those with alternative educational needs have the means, opportunity and preparation to engage in college and career experiences, and graduate from SLPS college and career ready. As the leader of this Division, you will be responsible for creating, communicating and monitoring a vision for what is possible for our students and creating a pathway to achieve this vision. You will build and establish cross-sector, cross agency network models providing information to others, integrating multidisciplinary subjects, as you lead the development of District-wide articulation plans that ensure equity and access to a rigorous course sequence for students. Departments that are part of College and Career Readiness Division include: *Adult Education and Literacy, Career and Technical Education, Dropout Prevention Education, Early College Academy, School Counselors & College Admission Advisors, St Louis Internship Program (SLIP).*

**Essential Functions:**

- Align college and career programs and district partnerships
- Develop a continuum of knowledge, skills, experiences and mindsets that will prepare students for the college and career of their choice
- Identify annual preparation resources and delivery of high-level programs
- Align our academic standards to the demands of college and workforce
- Develop and align our academic standards to increase standardized and placement testing for precollege and placement exams achievement
- Develop and align partnerships with local colleges, universities and organizations to create pathways to secondary education opportunities and career opportunities
- Establish clear benchmarks during the PK-14 continuum
- Develop a strategic plan to increase AP/IB/Dual Enrollment participation
- Expand and intensify the College and Career Readiness process in the middle grades
- Continue and grow the Learn and Earn Program for Seniors
- Assist with increasing the participation in our Early College Academy
- Manage the department directly or through subordinate personnel, which includes training, analyzing and resolving work problems, or assisting in resolving work problems
- Approve personnel actions such as hiring, rate increases, performance evaluations, and position changes and disciplinary measures
- Attend all board meetings and prepare reports deemed necessary for the superintendent and/or the board
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files



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- Visit schools and other appropriate program sites to observe programs and operations
- Keep the Superintendent and the Executive Leadership Team informed of trends and changes
- Model district standards of ethics and professionalism
- Perform other related duties as may be assigned

**Knowledge, Skills, and Abilities:**

- We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential
- We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning
- We want people who come with a mindset that is open to a reflective, organizational change management unit who is working relentlessly to improve outcomes and service with and for schools

**Experience:**

- Minimum of five (5) years of experience providing college and career leadership in school site and/or district office administration including supervisory experience with a minimum of two (2) years of experience designing, delivering high-impact professional development activities, seminars, and collaborative projects
- Working experience and knowledge of the college and career processes, Career and Technical Education, and School Counseling

**Education:**

- Master's Degree in Education, Education Administration or other closely job-related area (required)
- Superintendent's Certificate (preferred)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- 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:**



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Employee

Date

Immediate Supervisor

Date

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Human Resources

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.***