



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

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| Position Title: | Coordinator Special Area- Afterschool Programs |
| Payroll/Personnel Type: | 12 Month |
| Job #: | 5008 |
| Reports to: | Chief of Student Support Services |
| Shift Length: | 8 Hours a Day |
| Union Eligibility: | Not Eligible |

Position Summary:

The Coordinator will provide leadership and district level administrative support for all Before and After School Programs, grants, and funding sources. Coordinator will communicate with state and local agencies, which support the district. The Coordinator will provide oversight to outside agencies Before and After School Programs which St. Louis Public Schools provide school utilization.

Essential Functions:

- Coordinate the day-to-day operations of district wide Before and After School programs
- Collaborate closely with school's site principal and district staff to share program information to ensure successful implementation
- Coordinate district student enrollment in the Before and After School Programs
- Coordinate direct parent and community communication regarding the Before and After School Program
- Provide overall planning, direction, and implementation
- Serve as the primary state and local contact for Before and After School Programs
- Participate in all meetings and seminars as required by DESE
- Develop and submit all reports required by DESE and the Board of Education
- Collaborate closely with internal and external program evaluators
- Coordinate professional development for Before and After School staff
- Manage and oversee project budgets and staffing
- Collaborate closely with community agencies
- Collaborate with individual sites, district departments, and the Development Office to expand community partnerships
- Coordinate and supervise Before and After School Site Leaders with community agencies
- Participate on local and state committees related to Before and After School Programs
- Facilitate partnerships with appropriate public and private agencies that provide services to Before and After School students and families
- Conduct parent surveys regarding the Before and After School Programs
- Other duties assigned

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Experience:

- Requires a minimum of three years of experience



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- Ability to coordinate and manage multi-faceted projects and to provide follow-up and compliance monitoring and support.
- Experience in After School Programs

Education:

- Master's Degree (required)
- Missouri Teacher Certification – Elementary/Middle School (required)

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:

Employee Date Immediate Supervisor Date

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.