



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

<i>Position Title:</i>	Secondary Coordinator Special Area
<i>Payroll/Personnel Type:</i>	10.5 Month
<i>Reports to:</i>	Director

Position Summary:

The Secondary Coordinator Special Area performs the duties required to support teachers, counselors, and administrators through the development and implementation of programs designed to promote a specific topic such as career education, civic responsibilities, literacy and safe/drug-free schools.

Essential Functions:

- Research current program trends, information and school needs to develop curriculum and supporting activities and material.
- Identify, recruit and develop community resources (material, individuals or agencies) to enhance or assist with programs.
- Write and update curriculums and projects geared toward school specialties and age level.
- Contact schools to explain and offer services, distribute curriculums and provide or arrange for staff professional development; may identify and train team leaders.
- Coordinate all programmatic and logistical details involving external resources, schools and special arrangements such as transportation.
- Monitor assigned budget to ensure compliance and appropriate expenditures; may draft budget or prepare funding requests.
- Assess resources and curriculums for appropriate content, applicability and methods.
- Visit and observe sites to monitor implementation of programs and suggest program revisions.
- Monitor program effectiveness by collecting and analyzing pertinent data and responding to results.
- Develop and maintain professional relationships with external entities.
- Research, compose, layout and distribute reports, program marketing and educational materials for internal and external use.
- Attend, organize and facilitate various program related meetings to gather and share information.
- May create programs and/or services to meet the specific needs of a school's request.
- Perform job-related duties as assigned.

Marginal Functions:

- Answer office phones and provide general information as needed.
- File and maintain office facilities.

Experience:

- Requires a minimum of three years of teaching or career counseling experience in order to gain sufficient experience to perform the requirements of the position.



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Education:

- Requires a Master Degree in Counseling or Education.

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions.
- Ability to effectively lead work and interact with others.
- Ability to communicate effectively in writing and verbally.
- Ability to be well organized and detail oriented.

Physical Requirements:

- Sitting, standing, walking, kneeling, climbing, and talking.
- Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.
- Sedentary work - exert a negligible amount of force continuously and/or up to 5 pounds of force frequently and/or up to 25 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Some activities occurring outside or at various sites within the St. Louis area.

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.



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