



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

<i>Position Title:</i>	Divisional Assistant
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Director

Position Summary:

Perform the duties required to plan, direct and provide administrative oversight to a specific program or area of responsibility.

Essential Functions:

- Develop or assist in the development of program guidelines, manuals of operation, procedures, training guides, objectives, timetables and resource directories.
- Identify needs, participants, volunteers, grants and resources required to ensure program success.
- Supervise program personnel to include training, analyzing and resolving work problems or assisting in solving work problems; evaluate performance; approve personnel actions such as hiring, rate increases, position changes, and disciplinary measures.
- Coordinate and/or attend planning meetings and related support meetings.
- Manage and supervise record keeping and evaluation activities, ensuring all necessary data is maintained.
- May establish budget; monitor budget and ensure budget adherence.
- Compile and analyze data, preparing narrative and statistical reports for internal and external distribution.
- Gather or direct the gathering of information needed to support the program development or delivery.
- Market the program in the appropriate manner and to the appropriate audience.
- Interpret, apply and meet all governing federal, state, local, board and funding requirements.
- Act as a resource to other internal and external programs and personnel; coordinate and integrate the program with other departments and divisions.
- Maintain a current program knowledge base through continuing education and research.
- Perform related duties or special projects.

Experience:

- Minimum of three years of experience in the program field including at least two years in a supervisory, management or leadership role
- Driver's license (if travel is required within St. Louis and surrounding areas)
- Additional certification may be required for specific programs

Education:

- Bachelor's Degree in Education, Education Administration, Public Administration Business Administration or a program specific field



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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 signification 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.