



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

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<b><i>Position Title:</i></b>	Community Collaboration Specialist
<b><i>Payroll/Personnel Type:</i></b>	12 Month Position
<b><i>Reports to:</i></b>	Executive Director

**Position Summary:**

Perform the duties required to promote and facilitate collaborations between community resident, student's family and neighborhood organizations; organize city- wide events to highlight and strengthen the school/ community contributions.

**Essential Functions:**

- Attend and participate in meetings with school and community personnel to address issues related to student educational needs and life- long learning for students and adults.
- Coordinate delivery of services and resources from private and public service providers for community education schools and events.
- Provide technical assistance, direction and administrative support to communities developing community programs that will positively impact student achievement and neighborhood stabilization.
- Coordinate and organize specific district- wide community education or service learning projects, as assigned, such as "Windows on the Soul of the City," Community Showcase TV series, and Regional showcase TV.
- Assist the Executive Director and principals with the administrative duties associated with the management of the Regional Community Education Specialists and Community Education Program Coordinators.
- Serve as a positive representative and information provider to community and school families regarding the importance of community participation in the school district.
- Provide training on Community Education and Service-Learning to a variety of audiences.
- Ensure that an appropriate, effective data collection system for the documentation and reporting of community education services is created, maintained and functioning.
- Perform related duties or special projects.

**Experience:**

- Requires a minimum of three years of experience in teaching and community development activities in order to gain sufficient experience to perform the requirements of the position.



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**Education:**

- Bachelor's degree in Education or a related field.

**Knowledge, Skills, and Abilities:**

- Ability to apply principals of logical thinking to define problem, collect data, establish facts and draw valid conclusions.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively lead, work and interact with others.
- Ability to organize and implement events and training opportunities.
- Effective verbal, listening and written communication skills.
- Effective one-on-one and group presentation skills.

**Physical Requirements:**

- Sitting, walking, reaching, pushing, and talking.
- Clarity of vision at 20 inches or less at 20 feet or more.
- Sedentary Work- exert a negligible amount of force continuously and/ or up to 5 pounds of force frequently and/ or up to 25 pounds occasionally to lift, carry, push, pull, or otherwise move objects.

**Working Conditions and Environment:**

- Environmental and atmosphere conditions commonly associated with the performance of the functions of this job.

**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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