



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

<i>Position Title:</i>	Administrator on Special Assignment
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Principal

Position Summary:

The Administrator on Special Assignment performs the duties required to improve instruction and learning in all subject areas at the assigned school location. The Administrator on Special Assignment also provides support to the school in the use of assessment data to improve student achievement within the St. Louis Public School District.

Essential Functions:

- Monitor school improvement efforts at work location(s).
- Provide leadership for the development, implementation, monitoring, and evaluation of school improvement plans.
- Compile and submit all St. Louis Public School District required documentation or reports for school improvement at the assigned work location.
- Provide instructional leadership for student achievement.
- Monitor the development, implementation and assessment of the instructional program and implementation of the school improvement plan at the assigned school.
- Use current research, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance.
- Promote highest student achievement.
- Coordinate program planning with District instructional staff.
- Align school initiatives with District, state and school goals.
- Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the schools.
- Monitor school personnel in special projects for the enhancement of student learning.
- Monitor job assignments for school-site administrators, teachers and support personnel.
- Monitor and provide personnel development through training, in-service and other developmental activities.
- Develop positive school/community relations and act as liaison between the school and community.
- Access, analyze, interpret and use data in decision-making.
- Conduct staff meetings to discuss instructional programs and the use of data to classroom instruction.
- Implement School Board policies, state statutes and federal regulations as they pertain to the assigned school.
- Maintain visibility and accessibility on the school campus.
- Attend school-related activities and events.



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- Monitor school attendance (absences, tardiness and early departures) and follow through with designated procedures.
- Participate in District wide management and professional development meetings as appropriate.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Keep abreast of trends and changes in educational programs and procedures.
- Perform other duties as assigned.

Experience:

- Minimum of five (5) years successful teaching experience.

Education:

- Master's Degree or Bachelor's Degree in specified or related area.
- Certification in Administration and Supervision, Educational Leadership or School Principal.

Knowledge, Skills, and Abilities:

- Communicate effectively, both orally and in writing, with parents, students, teachers, District personnel and the community.
- Knowledge and understanding of the unique needs and characteristics of students at the assigned school level.
- Ability to provide leadership and direction for the school and the ability to involve others in the decision making process.
- Ability to prepare and manage school's budget and allocated resources.
- Ability to read, interpret and enforce the rules, policies, and ethics regarding the St. Louis Public Schools District.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Must be team oriented with excellent interpersonal and communication skills.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.



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- Clarity of vision at 20 inches or less.
- 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.

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.