



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

<i>Position Title:</i>	Director for the Smaller Learning Community Grant
<i>Payroll/Personnel Type:</i>	12 Months
<i>Reports to:</i>	Associate Superintendent for Secondary Education

Position Summary:

St. Louis Public Schools is seeking a Director of the Smaller Learning Community Grant that will serve in and report to the Office of the Associate Superintendent for Secondary Education. The individual selected for this position will provide leadership support in the development of the Federal Grant for the High School Smaller Learning Community Grant. (This position terminates at the conclusion of the grant.)

Essential Functions:

- Reports directly to the Associate Superintendent for Secondary Education.
- Responsible for oversight and implementation of the High School Smaller Learning Community Grant as defined by the federal grant abstract.
- Oversee the overall leadership of the SLC Grant management and operations.
- Coordinates and assist the Associate Superintendent in the hiring of grant related staff.
- Reviews and interpret the outcome goals of the grant as defined in the grant abstract.
- Keeps current with instructional research and best practices.
- Manages all aspects of the grant budget and ensure adherence to federal standards.
- Establishes strong relationships with community stakeholders, including university partnerships.
- Advises and counsel with the Associate Superintendent of Secondary Education on all areas of responsibility.
- Attends Board meetings and prepares such reports for the Board as needed and/or requested.
- Interprets Missouri academic Policies and Procedures.
- Participates in ongoing review of proposed programs to assess their effectiveness and alignment with current district programs.
- Coordinates the systematic implementation of the Smaller Learning Community Grant with the schools.
- Monitors and evaluate all personnel within the grant.
- Coordinates meetings with all grant personnel
- Coordinates and implement the professional development outlined in the grant abstract.
- Performs other duties as assigned.



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Experience:

- Minimum of 5 years administrative experience including experience as a high school principal
- Minimum of 5 years experience at a supervisory level
- Proven track record of operating a successful grant within the federal guidelines
- Successful budgeting experience at a large school or grant level.
- Minimum of 10 years administrative experience, including experience as a high school principal

Education:

- Master's Degree from an accredited educational institution.
- Doctorate Degree preferred

Knowledge, Skills and Abilities:

- Passionate about improving urban public education, and is driven to make a difference.
- Ability to perform well in a quickly changing and diverse environment.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- Proficient in Windows and Microsoft Office Products (Word, Excel, and Power Point).
- Excellent organizational skills and effective management skills.
- Ability to foster a cooperative work environment.
- Excellent and effective communication skills, both verbal and in writing.
- Ability to express information to individuals or groups effectively.
- Effective problem-solving and strong analytical skills.
- Ability to develop innovative solutions and recommendations.
- Ability to effectively work and interact with others and exercise a high degree of diplomacy.
- Ability to keep informed on the latest research, trends, and development in all areas of PK-12 Education.
- Excellent budget and accounting skills.

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



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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
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_____ Human Resources	_____ Date
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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.