



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

<i>Position Title:</i>	Data Coordinator-Check and Connect A+
<i>Payroll/Personnel Type:</i>	Certified – 12 months
<i>Reports to:</i>	Associate Superintendent for Secondary Education

Position Summary:

St. Louis Public Schools is seeking a Data Coordinator-Check and Connect A+ who will report directly to the HSGI (High School Grant Initiative) Federal Grant Director and indirectly to the Office of the Associate Superintendent for Secondary Education. The individual selected for this position will work with the Coordinator-Check and Connect A+ to identify all A+ students and assist them in reaching the goal of receiving A+ certification. The Data Coordinator-Check and Connect A+ will help monitor and build the A+ program in cooperation with the Coordinator-Check and Connect A+ and the Assistant Coordinator-Check and Connect A+. The individual will work to ensure that every staff and student requirement of the A+ program is carried out appropriately in each high school. The individual will also work closely with the Coordinator-Check and Connect A+ to make sure the A+ program meets and maintains state standards. (The Data Coordinator-Check and Connect A+ position is grant funded and concludes at the termination of the grant.)

Essential Functions:

- Reports to the Director of the HSGI Federal Grant.
- Report indirectly to the Associate Superintendent for Secondary Education.
- Responsible for all requirements of the A+ program as outlined by DESE
- Responsible for recording all staff and student information for the A+ program.
- Responsible to know the whereabouts of every SLPS A+ student.
- Works with the Coordinator and the Assistant Coordinator-Check and Connect A+ to ensure every A+ student is coded correctly in the SIS system.
- Coordinates activities with the check and connect student team to make sure the A+ program reaches all eligible students.
- Any and all other duties assigned by the Associate Superintendent of Secondary Education.

Experience:

- Evidence of working successfully with at-risk students.
- Demonstrated ability to work with other adults and within the leadership of the site administrator.
- Proven track record of excellent attendance and timeliness at the work site.
- Minimum of 5 years experience successfully assisting at-risk youth.

Education:

- High School Diploma required.
- Bachelor's Degree from an accredited education institution.

Knowledge, Skills and Abilities:



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- 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
- Ability to foster a cooperative work environment
- Excellent and effective communication skills
- 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

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:

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.