



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

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<b><i>Position Title:</i></b>	Executive Director
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Associate Superintendent

**Position Summary:**

Perform the duties required to ensure programs, resources and services are in place to provide students with educational experiences in accordance with applicable federal, state and local laws and regulations

**Essential Functions:**

- Serve as primary advocate for assigned program within the district and the broader community.
- Secure donations from city and other sources to support the initiative.
- Prepare, recommend and interpret the annual budget for the specific program.
- Provide direct or indirect supervision of assigned full time and part time staff.
- Assist in the recruitment, selection and evaluation of certificated and non-certificated staff.
- Administer the annual budget in accordance with regulations in a manner that is cost effective.
- Ensure coordination of division activities with other district units.
- Serve as primary contact for evaluation of the program.
- Design and disseminate informational materials about programs, services and procedures to schools, patrons, parents and public and private agencies.
- Prepare for the Superintendent and board required state and federal reports.
- Performs other duties as assigned.

**Experience:**

- Minimum of ten years experience in order to gain sufficient knowledge to perform the requirements of this position.

**Education**

- Master's degree
- Requires broad knowledge of an advanced discipline or other studies not available in undergraduate schools.

**Knowledge, Skills, and Abilities:**

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
- 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



- 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

**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.*