



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

Position Title:	Deputy Superintendent of Accountability
Payroll/Personnel Type:	12 Month Position
Reports to:	Superintendent

Position Summary:

Provide service as Accountability Partners to elementary, middle, and secondary principals; assist schools with accreditation reports, insuring accuracy and timely completion; oversee transfer process at all school sites; oversee site procedures and processes for truanancies, attendance, and suspensions; complete class size audits for all sites; provide leadership to site principals on timely and accurate reporting of all student data; provides assistance to all sites on affidavits, enrollment, special Facilities enrollment; provide assistance for all sites with the Student Information System; provide training for registrars, attendance clerks and other office personnel; assist in the preparation of all district, state, and federal reports.

Essential Functions:

- Assist schools with Class Size Audit reports.
- Oversee site procedures and processes for truanancies, attendance, and suspensions.
- Provide leadership to site principals on timely and accurate reporting of all student data.
- Provide assistance to all sites on affidavits, enrollment & special facilities enrollment.
- Provide assistance for all sites with the Student Information System.
- Provide training for registrars, attendance clerks and other office personnel.
- Assist the Director of Pupil accounting and Accreditation in the preparation of all district, state, and federal reports.
- Assist the Associate Superintendents as an Accountability Partner to improve service and improve school/student achievement.
- Other duties as assigned by the Assistant Superintendent for District Accountability and Program Management

Experience:

- Minimum 3 years of building or district level administrative experience.

Education:

- Bachelor's degree.

Knowledge, Skills, and Abilities:

- Good oral and written communication skills and the ability to present information effectively.
- Exceptional attention to detail.
- Excellent technical problem solving skills.
- Maturity and integrity when handling confidential data.
- Flexibility and capability to manage multiple tasks.
- Ability to prioritize and work both independently and within a team.

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.

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

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.