



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

<i>Position Title:</i>	Administrative Finance Data Coordinator
<i>Payroll/Personnel Type:</i>	Administrative 12 Month
<i>Reports to:</i>	Executive Director, Federal Grants Management

Position Summary:

Under the direction of the Executive Director of Federal Grants Management, the Administrative Finance Data Coordinator will support the Academic and Finance offices by approving financial spreadsheets and highly qualified teachers, setting up budgets and the implementation of data related to DESE Core Data.

Essential Functions:

1. Gathering data and other information for preparation of comparability report
2. Preparing comparability report and submitting it to DESE
3. Preparing economic and education deprivation reports for the consolidated applications
4. Gathering and compiling nonpublic student statistical data
5. Ensuring the timely completion DESE reports forms to include but not be limited to: Single Funding Certification, HOUSEE, Title II.A Teacher and Principal Training and Recruitment, Title III: Part A English Language Acquisition and Title I-D Delinquent Institution Program Plan. Also the gathering of the Public Private Design for Educational Service forms.
6. Responsible for conducting Non-Public Consultation meetings (which involves any mailings, agendas, etc., necessary to conduct efficient and productive meetings).
7. Act as liaison between Non-Public Schools and SLPS for Title II-A professional development activities.
8. Work closely with the Third Party Contractors to ensure that the Non-Public Schools receives adequate services.
9. Approving highly qualified teachers in the afterschool programs
10. Reviewing payroll rosters each pay period to ensure that staff coding and assignments are accurate
11. Monitoring and analyzing school an district federal core data
12. Ensuring federally funded staffing reflected in core data is accurate
13. Generating requested/required reports directly from systems, such as SIS and SAP
14. Supporting key district-wide data collection/reporting activities related to core data, School Wide Programs, and School Improvement.
15. Working collaboratively with Human Resources to ensure all staff are appropriately coded and assigned to SAP and Core Data
16. Working closely with Chief Academic Office staff to ensure critical data projects are prioritized and timely disseminated to appropriate state and federal and district departments
17. Helping staff at building and district levels to analyze and disseminate core data
18. Supporting the development of school-based core data utilization for school administrators and teaching staff
19. Coordinating departmental projects as assigned by Executive Director, Federal Grants Management
20. Perform other duties as assigned



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Education:

- Bachelor's Degree from an accredited state college or university. Masters Degree preferred
- Previous experience in Federal Program Management

Knowledge, Skills and Abilities:

- Apply principles of logical thinking to define problem, 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
- Ability to perform complex and involved research assignments
- Ability to communicate effectively in writing and orally, including presentations
- Ability to efficiently use various software including but not limited to SIS, SAP, Excel, Word and Access

Physical Requirements:

- Ability to occasionally reach below knees, waist to knee, waist to chest, chest to shoulder and above shoulder
- Must be physically able to operate a motor vehicle
- Must be able to exert up to 15 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
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus
- Light Work usually requires walking or standing to a signification 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.



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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.