



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

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<b><i>Position Title:</i></b>	Co-Deputy Superintendent
<b><i>Payroll/Personnel Type:</i></b>	12 Month Position
<b><i>Reports to:</i></b>	Superintendent

**Position Summary:**

The Co-Deputy Superintendent is responsible for providing leadership and direction for the planning, implementation, and assessment of academic services to all District schools. The incumbent ensures the effective operation of the academic program by developing, managing, and supporting all resources essential to increasing student achievement. This position is responsible for supervising the Academic Department staff.

**Essential Functions:**

- Plans, directs, and monitors the curriculum and instruction programs of the St. Louis Public School System
- Oversees the District's curriculum implementations and review cycles and provides adequate curriculum materials and equipment for all schools
- Assists with the development of strategic goals/objectives related to the curriculum and instructional programs in all schools
- Ensures compliance with No Child Left Behind (NCLB) Act
- Consults with executive District leadership to ensure program continuity and articulation.
- Provides support to principals in evaluation of local program and in planning for improvement of the program
- Provides leadership, direction, and oversight of District alternative education initiatives including centers for chronically disciplined students and extended learning
- Provides coordination in the development of budget items related to curriculum and instruction for all schools
- Assists in communicating to the stakeholders of St. Louis Public Schools all relevant information about the Student Support Services Programs.

**Experience:**

- Minimum 8 years of progressively responsible experience in Education, Educational Administration, or related field – Required
- Minimum 3 years of experience working in an educational leadership position, preferably at the District Level – Required
- Successful classroom teaching experience – Preferred

**Education:**

- Master's Degree in Education, Educational Administration, or related field – Required
- Higher Degree - Preferred

**Knowledge, Skills, and Abilities:**

- Strong background in school administration and supervision



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- Strong background in curriculum and instruction trends and techniques
- Must be able to perceive the needs of the total school program
- Strong decision-making ability, budget experience, proven performance and resource management skills
- Ability to articulate best practices in standards-based instruction, implement, and monitor alternative education models
- Ability to effectively lead, organize, and direct the work of others
- Knowledge of school and school district policies and practices
- Demonstrated ability to implement the District's strategic plan
- Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment
- Excellent verbal and written communications skills
- Proficient in Microsoft Office

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Walking, sitting, talking and hearing.
- Clarity of vision at 20 inches or less.
- 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.

**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

\_\_\_\_\_  
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.*