



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

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<b>Position Title:</b>	Middle School Community Education Center Principal
<b>Payroll/Personnel Type:</b>	11.5 Month
<b>Reports to:</b>	Network Superintendent

**Position Summary:**

The Middle School Community Education Center Principal performs the duties required to direct and coordinate educational, administrative, and counseling activities of a middle school community education center including general supervision of all employees assigned to the center.

**Essential Functions:**

- Plan, supervise, direct and manage the daily operation of the center in the conformance with district policies, procedures and guidelines
- Supervise, assess and evaluate all components of the instructional process
- Supervise all center personnel, directly or indirectly, to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases, promotion, and disciplinary measures
- Develop, evaluate and coordinate center objectives and educational programs to ensure conformance to appropriate standards and achievement of goals through staff meetings, review of teachers' activities and issuance of directives
- Facilitate the development of a comprehensive professional development plan for staff
- Plan and prepare the center budget to ensure appropriate funding is obtained and monitor expenditures to ensure budget compliance
- Confer with teachers, students and parents to identify and plan corrective action for educational, attendance and behavioral issues
- Assist in developing a positive school and community culture based on commitment to common purpose
- Establish and maintain relationships with other centers, schools, organizations and district departments to coordinate services
- Requisition and allocate supplies, equipment and educational material to meet the center's needs and budget parameters
- Direct the preparation of class schedules, cumulative records and attendance reports and ensure accurate and timely reporting of data to central offices
- Ensure school building and properties are safe and secure and implement a comprehensive action plan for a variety of emergency situations including fire, tornados, and bomb threats
- Approve or reject requests for the use of the center for center functions and community use
- Attend administrative and Board of Education meetings to present or gather information
- Monitor students before school, during lunch, recess and dismissal to maintain order
- Perform other duties as assigned

**Knowledge, Skills, and Abilities:**

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to effectively lead, work and interact with others
- Ability to communicate effectively in writing and verbally



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- Ability to initiate action and solve problems
- Ability to implement programs and policies
- Ability to interpret and extensive variety of technical instructions
- Ability to deal with several abstract and concrete variables
- Ability to speak extemporaneously and persuasively on a variety of subjects

**Experience:**

- Requires a minimum of five years of teaching experience and five years of school administrative experience in order to gain sufficient knowledge to perform the requirements of the position

**Education:**

- Master's in Education or related field (required)

**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:**

	Date	
Employee		
	Date	
Immediate Supervisor		
	Date	
Human Resources		

***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.***



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