



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

Position Title:	Academic Supervisor
Payroll/Personnel Type:	12 Month
Job #:	8639
Reports to:	Deputy Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Perform the duties required to maintain a quality, well-functioning program of an instructional or administrative nature.

Essential Functions:

- Supervise assigned personnel to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases
- Position changes, and disciplinary measures; conduct performance evaluations
- Prepare or compile information for budget preparation and monitor to ensure adherence to the approved spending plan
- Plan the area's work load and ensure all personnel, supplies and equipment needed are available
- Research issues, analyze data, develop and present options to management and implement the approved course of action
- Coordinate with other district personnel to implement interrelated or special projects
- Document and ensure compliance with policies and procedures within the area and by other district personnel if applicable
- Ensure program compliance to applicable federal, state and local laws and district policies
- Maintain a knowledge base of current trends, practices and information in the field of expertise through meetings and professional journals
- May seek external program support through partnerships, grant writing and other funding avenues
- Perform other duties as assigned or special projects

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written and/or oral form
- Ability to effectively lead, work and interact with others
- Ability to communicate well verbally and in writing
- Ability to initiate action and solve problems

Experience:

- Minimum of three years job related experience

Education:

- Master's Degree (preferred)



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