



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

Position Title:	Coordinator of School Intervention Programs
Payroll/Personnel Type:	12 Month
Job 3:	8767
Reports to:	Special Assistant to the Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

St. Louis Public Schools (SLPS) is seeking a Coordinator of School Intervention Programs to serve under the Special Assistant to the Superintendent. The Coordinator will be responsible for managing implementation of the district's In-School Tutoring Initiative as well as other student academic interventions where appropriate. Project management will include overseeing vendor contracts with appropriate tutoring companies as well as developing central office infrastructure necessary to manage an in-school tutoring program at the district-level.

Essential Functions:

- Responsible for management and supervision of the day-to-day operation of the SLPS In School Tutoring Initiative at individual school sites
- Responsible for assuring high-quality program services and support to enrolled children
- Responsible for managing communication with schools participating in the program from program launch to ongoing implementation support and monitoring
- Supervise the notification and registration of the students selected to participate
- Supervise instructional, non-instructional, volunteers, and students who are participating
- Supervise academic tutoring lessons
- Ensures that site staff and programmatic activities comply with school district and Missouri Department of Elementary and Secondary Education rules, regulations, policies and procedures
- Leads and facilitates ongoing planning efforts of staff and partner organizations to achieve academic and social outcomes
- Provides high quality supervision and coaching for all project staff and partners
- Ensures individual student and programmatic evaluation activities are consistently implemented
- Facilitates regular staff planning and program refinement sessions to achieve continuous improvement in project activities and impact
- Acquires additional services and supports for program participants as needed to achieve project goals and impact
- Engages in coaching, problem solving/conflict resolution activities as needed to ensure effective program operation and high levels of staff and partner performance
- Develop and maintain a high level of communication and positive relationships with principals, teachers, central office staff, and other school staff as needed
- Analyzes data on an ongoing basis to continuously refine program implementation and maximize student learning

Knowledge, Skills, and Abilities:



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- Ability to manipulate data in order to track student learning and recommend instructional interventions
- Ability to work collaboratively with others
- Ability to develop trusting relationships
- Ability to task analyze complex tasks and create/explain action steps
- Skill in editing and proofreading
- Skill in use of Microsoft Office including, but not limited to Excel, Word and PowerPoint
- Possess a strong work ethic and ability to work independently in task completion 8. Possess strong writing skills
- Ability to create charts, graphs and clear, concise presentations
- Strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference

Experience:

- Experience in data-driven project management
- Experience developing and coaching new teachers
- Experience working with multiple school leaders simultaneously to ensure effective teaching across several school sites
- Three or more years' experience successfully providing school-based and school-related educational services for children
- Experiencing accelerating student learning in urban schools

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.

