



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

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<b>Position Title:</b>	Director of Innovation and Implementation
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8775
<b>Reports to:</b>	Chief of Staff
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Assist in providing full leadership and operational support to all Saint Louis Public Schools, specifically through overseeing the development of COVID recovery plans and management of American Rescue Plan Elementary and Secondary School Emergency funding through 2024, as well as leading and coordinating long-term initiatives focused on low-income and other at-risk populations. This is a temporary four-year position that will expire at the conclusion of the ESSER funding.

**Essential Functions:**

**Under ESSER Funding**

- Collaborates with senior leadership in planning for the use of Elementary and Secondary School Emergency Funding (ESSER), including organizing, developing, maintaining and communicating the District's ESSER plan with a focus on student learning recovery, student mental health, resources to schools, and meeting needs of unique and heavily impacted high needs populations
- Provides regular implementation updates to Superintendent, Chief of Staff and Cabinet
- Ensures compliance with the rules and regulations of ESSER funds requirements, federal purchasing guidelines and other regulatory guidance
- Serves as a project manager with responsibility for and oversight of all programs/initiatives funded with ESSER Funds
- Interprets and communicates complex ESSER funding requirements, submissions and budget projections in collaboration with senior leadership
- Coordinates and reviews the work of District and school-based teams to ensure conformance to regulatory guidance
- Leads the development of school Title I.A Accountability plans and the District's Consolidated Application.
- Collaborates with the Office of Financial Management to ensure compliance with all State and Federal laws
- Leads the tiered monitoring process on an annual basis and is responsible for the coordination and submission of required documents
- Provides professional development to departments and schools cross the district as it relates to state and federal programs.
- Advises leadership on opportunities for strategic plans, execution and implementation for such opportunities
- Responsible for coordinating with non-public schools regarding Non-public Registration
- Manages non-public registration process and submissions to the Department of Elementary and Secondary education on an annual basis
- Coordinates any leadership, staff and student workshops to gather input for formulation of COVID recovery plans



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- Collaborates with strategic communications to hold any workshops with parents and community to gather input for formulation of COVID recovery plans and develop website for ESSER content
- Conducts and analyzes data from any formal and informal needs assessments related to ESSER and federal and state compliance areas
- Collaborates with the Finance Department to prepare all ESSER applications and reports, ensuring all federal and state requirements are followed carefully
- Collaborates with all academic teams, particularly Assessments and Research, with analyzing data and monitoring outcomes of ESSER funding strategies, including ensuring baseline data is accumulated and periodic data is stored for reporting purposes
- Collaborates with senior leaders to establish and monitor target goals
- Collaborates with all academic teams to develop meaningful and targeted summer school initiatives
- Collaborates with all academic teams to develop meaningful and targeted tutoring and/or after school programming to address learning loss in accordance with federal and state guidelines
- Collaborates with IT coordinating any student internet needs during ESSER and beyond
- Collaborates with Student Support Services to ensure funding to addresses social-emotional and mental health needs of students and staff
- Collaborates with the Facilities and Operations teams to meet other COVID-related needs
- Collaborates with building principals and elementary and secondary leadership to ensure building needs related to COVID recovery are being met
- Presents application data, monitoring data and outcomes data to the Board of Education as requested
- Performs other related duties as may be assigned by the Superintendent or direct supervisor.

**During and After ESSER Funding**

- Collaborate with district leadership to develop sustainability plans post-ESSER funds
- Collaborates with building leaders to ensure that any transitions, either from ESSER resources to alternate funding or from loss of resources, are handled in accordance with District policies and practices
- Collaborate with academic teams and Budget to redesign use of At-Risk funding and Title I funding, blending and braiding those funding sources to support post-ESSER initiatives that are proven to achieve outcomes
- Collaborates with the senior leadership, in planning, monitoring and outcomes of At Risk and Title funding

**Knowledge, Skills, and Abilities:**

- Knowledge of current teaching methods and educational pedagogy
- Knowledge of applicable federal and state laws regarding education and students
- Excellent verbal and written communication skills
- Ability to use Microsoft Outlook and the student information system



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- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them

**Experience:**

- At least three years' classroom teaching experience (required)

**Education:**

- Master's Degree in Education or related field (required)
- Current Missouri Administrative District Level License or the ability to obtain one within 6 months (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:**

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