



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

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|--------------------------------|--------------------------|
| Position Title: | Coordinator Special Area |
| Payroll/Personnel Type: | 10.5 Month |
| Job #: | 8349 |
| Reports to: | Executive Director |
| Shift Length: | 8 Hours a Day |
| Union Eligibility: | Not Eligible |

Position Summary:

Under the general supervision of the Director, the Coordinator performs selected professional public information functions used to build and maintain relationships with key publics. Activities include producing news release, special reports, newsletters and brochures; consulting with school officials and/or program heads and professional staff in securing and clarifying information for the publication; assisting with web site design and maintenance and handling inquires for public information.

Essential Functions:

- Gathers data, assembles information, drafts material for publications
- Writes and edits news release, regular and special feature articles using word processing software
- Writes and edits brochures, pamphlets, reports and other publications as required
- Develops the layout and design for newsletters and other publications using Page Maker or Quark Express, Adobe Photoshop and Adobe Illustrator
- Assists with maintenance of website using Front Page or comparable software
- Plans and coordinates special events/ activities
- Receives and handles requests for public information
- Attends meeting, conferences and workshops as designated by the Director
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Experience:

- A minimum of three years of experience in order to gain sufficient knowledge to perform the requirements of the position (Required)

Education:

- Broad knowledge of a discipline equivalent to a complete college or university education (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



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- 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 | | |

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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