



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

Position Title:	Associate Superintendent, College and Career Readiness
Payroll/Personnel Type:	12 Month
Reports to:	Deputy Superintendent of Academic Services

Position Summary:

As the Associate Superintendent, College and Career Readiness you will report to the Deputy Superintendent of Academic Services and be a senior leader in our Academic Office. You will lead the district's transformational work to ensure students reach their ultimate potential, have opportunities to engage in college and career experiences at an early age, and graduate from SLPS College and career ready, and ready to persist through the challenges they will face in their future. As the leader of this office, you will be responsible for creating an exciting vision for what is possible for our students and creating a pathway to achieve this vision. Five offices, (four of which will be new and a task for you to build over the next two years) includes the office of beginning and through college, office of college and career exposure, office of college preparation, office of Career and Technical Education (CTE), and the office of athletics.

Essential Functions:

- Align college and career programs and district partnerships
- Develop a continuum of knowledge, skills, experiences and mindsets that will prepare students for the college and career of their choice
- Identify annual preparation resources and delivery of high-level programs
- Align our academic standards to the demands of college and workforce
- Develop and align our academic standards to increase standardized and placement testing for precollege and placement exams achievement
- Develop and align partnerships with local colleges, universities and organizations to create pathways to secondary education opportunities and career opportunities
- Establish clear benchmarks during the PK-14 continuum
- Develop a strategic plan to increase AP/IB/Dual Enrollment participation and foreign language options
- Expand and intensify the College and Career Readiness process in the middle grades
- Create a systemic student internship and externship plan
- Manage the department directly or through subordinate personnel, which includes training, analyzing and resolving work problems, or assisting in resolving work problems
- Approve personnel actions such as hiring, rate increases, performance evaluations, and position changes and disciplinary measures
- Attend all board meetings and prepare reports deemed necessary for the superintendent and/or the board
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files
- Visit schools and other appropriate program sites to observe programs and operations
- Keep the Superintendent and the Executive Leadership Team informed of trends and changes
- Model district standards of ethics and professionalism
- Perform other related duties as may be assigned

Knowledge, Skills, and Abilities:

- We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children's potential
- We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning
- We want people who come with a mindset that is open to a reflective, organizational change management unit who is working relentlessly to improve outcomes and service with and for schools



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Experience:

- Minimum of five years of education experiences that promoted the success of students through various educational, social, or emotional outlets

Education:

- Master’s Degree (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

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.