



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

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<b>Position Title:</b>	College & Career Readiness Supervisor
<b>Payroll/Personnel Type:</b>	11 Month
<b>Reports to:</b>	Associate Superintendent of College & Career Readiness

**Position Summary:**

The purpose of this position with the Office of College and Career Readiness is to coordinate all CCR data, and communication. This position will work as a team member within the Office of College and Career Readiness to assist in tracking progress of our students and programs and initiatives to bolster Career Awareness and post-secondary opportunities and success.

**Essential Functions:**

- Coordinate Graduate Follow Up
- Ability to collect and synthesize data effectively and quickly
- Ability to track CCR and CTE areas related to points and growth
- Assist with data collection and feedback to schools related to Post Secondary Planning
- Coordinate all MOU's for Office of CCR
- Work as a member with the Career and Technical Department as needed
- Facilitate any related grants and funding opportunities
- Coordinate websites and social media for Office of CCR
- Work with College & Career Readiness team members in developing and implementing a Long-Term Strategic Plan
- Work to increase FAFSA completion
- Assist with Missouri Connections, and career integration for all grades
- Assist with Career/College Fairs
- Attend conferences, training and professional development opportunities as needed
- Performs other duties and responsibilities as 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

**Experience:**

- Experience with College Going Preparation and Admission (Preferred)
- Experience with Career & Technical Education (Preferred)
- Strong organization and problem-solving skills
- Strong background in use of data, assessments and benchmarks



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**Education:**

- Master’s Degree (preferred)
- Missouri Certified Teacher

**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.***