



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

Position Title:	College & Career Readiness Curriculum and Events Facilitator
Payroll/Personnel Type:	12 Month
Job #:	8841
Reports to:	Associate Superintendent of College & Career Readiness
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The purpose of this position is to assist schools with College & Career Readiness Curriculum Integration.

Essential Functions:

- Facilitate the development of College & Career embedded curriculum units Pre-K through 12th grade with teaching staff and curriculum coordinators
- Works with and trains staff in implementation of curricular units and other instructional supports and programs
- Ensures interdisciplinary use of programs and resources through Career & Technical Education, Personal Finance Classes and School Counselors
- Works with other Curriculum Specialists related to CCR curriculum integration
- Assisting High School Post-Secondary Leadership Teams
- Assisting Career and Technical Educators with Curriculum and CCR support
- Conducting Professional Development or Professional Learning Community sessions related to CCR as needed
- Assisting with support requests from all schools
- Working as a lead for the Seventh Grade Career Fair
- Facilitate with the CTE staff the creation of Career Activities for Enrichment (CAFÉ) Saturdays once a month
- Attends College & Career Readiness professional development
- Assisting the Office of CCR as needed

Knowledge, Skills, and Abilities:

- We want talented people who are inspired by the mission of the District and the Office of College & Career Readiness to bring equity and increased success to our students and schools related to post-secondary support and opportunities
- 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 for all of our students and staff

Experience:

- Experience working with college and career going curriculum
- Experience working directly with youth and with instructors

Education:

- Bachelor's Degree



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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.



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