



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

Position Title:	Director
Payroll/Personnel Type:	12 Month
Reports to:	Executive Director

Position Summary:

Perform the duties required to provide effective leadership, planning, organizing, budgeting, implementing and assessing the operation of the unit assigned.

Essential Functions:

- Supervise the operation of budget and reports required for the successful operation of the unit
- Coordinate operations and planning with other divisions and schools, which impact the unit
- Supervise the recruitment, planning and placement of unit personnel
- Assist in development of personnel regulations pertaining to unit
- Assist in the administering, interpreting and evaluating of state laws and Board regulations relating to assigned unit
- Prepare unit goals, objectives and budget
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to 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:

- Missouri Administrator certification (required)
- Minimum of five years' experience

Education:

- Broad knowledge of an advanced discipline or other studies not available in undergraduate schools (required)
- Missouri Administrator Certification (required)
- Master's Degree (preferred)

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



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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.