



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

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<b>Position Title:</b>	Director of Performance Management
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	112
<b>Reports to:</b>	Chief Human Resources Officer
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

SLPS is seeking a talented urban Educator with a broad base of knowledge in curriculum, pedagogy and performance management to coach and support school principals in the area of performance management. The Director of Performance Management will also cultivate positive and cooperative professional relationships with all recognized District Unions and lead monthly labor management meetings.

**Essential Functions:**

- Build, direct, manage, and ensure implementation and effectiveness of Performance Management Systems for all certificated staff
- Implement a performance management and improvement process that leads to a positive and measurable impact on student achievement
- Research and design appropriate organization-wide performance and quality training
- Coordinate performance management and quality improvement capacity building for all levels of management and employees
- Supports building leaders in the implementation of Performance Improvement Plans
- Maintain confidentiality of information
- Assist in upholding and enforcing school rules, administrative regulations and Board policies
- Perform other tasks as assigned

**Knowledge, Skills, and Abilities:**

- Possess knowledge of district policies and mandates related to parent involvement, discipline and student achievement
- Demonstrate organizational skills related to all Essential Functions listed above
- Demonstrate knowledge and ability to create an effective performance management system
- Ability to develop a working knowledge of all District policy statements and to support building leaders in a way that honors the spirit of those agreements and the letter of the law
- Work effectively on a team
- Work collaboratively with peers and others
- Possess knowledge of various cultures' values, behaviors, beliefs and traditions
- Possess strong and effective written and oral communication and presentation skills with all constituencies
- Passionate about improving public, urban education and driven to make a difference
- Demonstrates initiative and problem-solving capabilities

**Experience:**

- Working with culturally diverse parents and families in an urban educational setting
- 3 years as Principal or lead administrator of an educational program in an urban school District
- Serving effectively in a collaborative team setting



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**Education:**

- Bachelor's Degree (required)
- Valid Missouri Teaching Certificate or be eligible for a Missouri Teaching Certificate (required)
- Valid Missouri Administrator Certificate or be eligible for Missouri Administrator Certification (preferred)
- Master's Degree in Education or related field (preferred)
- Experience in Performance Improvement Management (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

**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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