



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

Position Title:	Administrator on Special Assignment
Payroll/Personnel Type:	11.5 Month
Job #:	8413
Reports to:	Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Administrator on Special Assignment performs the duties required to improve instruction and learning in all subject areas at the assigned school location. The Administrator on Special Assignment also provides support to the school in the use of assessment data to improve student achievement within the St. Louis Public School District.

Essential Functions:

- Monitor school improvement efforts at work location(s)
- Provide leadership for the development, implementation, monitoring, and evaluation of school improvement plans
- Compile and submit all St. Louis Public School District required documentation or reports for school improvement at the assigned work location
- Provide instructional leadership for student achievement
- Monitor the development, implementation and assessment of the instructional program and implementation of the school improvement plan at the assigned school
- Use current research, performance data and feedback from students, teachers, parents and the community to make decisions related to improvement of instruction and student performance
- Promote highest student achievement
- Coordinate program planning with District instructional staff
- Align school initiatives with District, state and school goals
- Facilitate the horizontal and vertical articulation of curriculum within the school, as well as between the schools
- Monitor school personnel in special projects for the enhancement of student learning
- Monitor job assignments for school-site administrators, teachers and support personnel
- Monitor and provide personnel development through training, in-service and other developmental activities
- Develop positive school/community relations and act as liaison between the school and community
- Access, analyze, interpret and use data in decision-making
- Conduct staff meetings to discuss instructional programs and the use of data to classroom instruction
- Implement School Board policies, state statutes and federal regulations as they pertain to the assigned school
- Maintain visibility and accessibility on the school campus
- Attend school-related activities and events
- Monitor school attendance (absences, tardiness and early departures) and follow through with designated procedures
- Participate in District wide management and professional development meetings as appropriate
- Exercise proactive leadership in promoting the vision and mission of the District
- Keep abreast of trends and changes in educational programs and procedures



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- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and documents pertinent to personnel files
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, external organizations and/or colleagues
- Ability to perform general office duties such as typing and operating office machines
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common, fractions and decimals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
- Ability to compound rate, ratio and percent and ability to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Knowledge of human resources, spreadsheet, contact management and word processing software

Experience:

- Minimum of five (5) years successful teaching experience

Education:

- Bachelor's Degree (required)
- Master's Degree in specified or related area (preferred)
- Certification in Administration and Supervision, Educational Leadership or School Principal

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



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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.