



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

---

|                                |                                    |
|--------------------------------|------------------------------------|
| <b>Position Title:</b>         | Community Collaboration Specialist |
| <b>Payroll/Personnel Type:</b> | 12 Month                           |
| <b>Reports to:</b>             | Executive Director                 |

**Position Summary:**

Perform the duties required to promote and facilitate collaborations between community resident, student's family and neighborhood organizations; organize city-wide events to highlight and strengthen the school/community contributions.

**Essential Functions:**

- Attend and participate in meetings with school and community personnel to address issues related to student educational needs and life-long learning for students and adults
- Coordinate delivery of services and resources from private and public service providers for Community Education schools and events
- Provide technical assistance, direction and administrative support to communities developing community programs that will positively impact student achievement and neighborhood stabilization
- Coordinate and organize specific district-wide community education or service-learning projects, as assigned, such as "Windows on the South of the City", Community Showcase TV series and Regional Showcase TV
- Assist the Executive Director and principals with administrative duties associated with the management of the Regional Community Education Specialists and Community Education Program Coordinators
- Service as a positive representative and information provider to community and school families regarding the importance of community participation in the school district
- Provide training on community education and service learning to a variety of audiences
- Ensure that an appropriate, effective data collection system for the documentation and reporting of community education services is created, maintained and functioning
- Respond to requests for information from individuals and groups about community education and service learning
- Organize, implement and facilitate staff meetings and staff development opportunities
- Document work of the unit and the staff
- Maintain, with the assistance of others, a database of community contacts
- Perform related duties or special projects

**Knowledge, Skills, and Abilities:**

- Ability to apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively lead, work and interact with others
- Ability to organize and implement events and training opportunities



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

---

- Effective verbal, listening and written communication skills
- Effective one-on-one and group presentation skills

**Experience:**

- Minimum of three years' experience in teaching and community development activities

**Education:**

- Bachelor's Degree in Education or a related field

**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:**

