



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

Position Title:	School Program Director
Payroll/Personnel Type:	11 Month
Reports to:	Network Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Secondary Principal serves under the Network Superintendent as the chief executive officer of a secondary school with responsibility to manage all affairs of the school, including general control and supervision of all certificated and classified employees assigned to the school.

Essential Functions:

- Organize and administer the school in conformity with the policies of the Board of Education and administrative guidelines of the Superintendent of Schools
- Provide leadership in improving the total educational program of the school
- Work closely with individual teachers, as well as groups of teachers
- Make classroom observations, create an atmosphere conducive to learning, and make effective utilization of resources available
- Establish conditions that will promote effective learning for both students and teachers
- Provide leadership to the staff in determining objectives and identify school needs as the basis for developing long-and short-range plans for the school to which assigned
- Enlist the assistance of the Network Superintendent in the use of school resource personnel in the improvement of the program of the school
- Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority
- Identify, provide, assign, and coordinate in-service growth opportunities for teaching personnel within the school
- Supervise and evaluate the performance of all assigned personnel, recommend appropriate action in cases of substandard performances, and identify and encourage individual teachers with leadership potential
- Oversee the assignment of all pupils in such a way as to encourage their optimum growth
- Make periodic appraisals of pupil progress
- Develop school plans and organizational procedures for the health, safety, discipline and conduct of pupils as established in district procedures
- Plan, coordinate, and evaluate the total program of pupil services, including guidance and counseling
- Plan, supervise, and direct the business operation of the school in accordance with district policies and procedures
- Make plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds
- Carry out a program of community relations as a means of interpreting and furthering the school program through PTA and other community organizations; and interpret the community and its expectations to the staff and the student body
- Serve as a district officer in communication between central administration and teachers and classified employees in the schools, and interpret and implement district policies in the school



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- Plan, coordinate, and review the work of resource teachers and curriculum consultants assigned to assist teachers in the instructional program
- Carry on human relations program in order to maintain high morale among the school staff, parents, and students
- Hold fire drills, the object of which is the orderly and expeditious removal of students from the building
- Hold regular tornado drills as a part of an established plan to react to a tornado watch or a tornado warning
- See that the building is kept free from accumulations of waste paper and other refuse matter that might constitute a fire hazard
- Make regular reports to the office of the Superintendent as required or requested
- Give an accurate accounting of all monies handled in connection with school activities
- Provide for building and equipment security and the safety of all personnel within the building
- Serve as liaison officer between the school and the Police Department
- Develop plans to encourage regular attendance with teachers and students
- Assign new instructional personnel in the school
- Give an accurate accounting of all personnel leaves of absence for instructional personnel
- Plan, supervise, and evaluate experimental programs which may be pertinent to the specific school
- Plan and coordinate volunteer programs where beneficial to the school
- Publish announcements and coordinate all school activities
- Accept requests and grant approval to school and community organizations in respect to building use and the use of school bands, choirs, etc
- Perform other duties as assigned

Knowledge, Skills, and Abilities:

- Collaborate with others to create a compelling, shared vision and strategy, and goals for school success
- Communicate effectively and persuasively in writing, in one-on-one communications, in meetings, and in large group presentations
- Collaborate effectively with organizations in the community and relate to the public in a positive and constructive manner (e.g., parents, interest groups, supporters, government agencies)
- Use a data-driven approach to assess and make decisions for improving student achievement, employee performance and school operations
- Establish and manage projects to successful completion
- Demonstrate effective talent management practices, including selection, staffing, supervision, performance appraisal, performance recognition, staff development and promotion
- Lead change initiatives and ensure sustainability
- Establish and maintain effective working relationships
- Demonstrate critical thinking skills when reviewing data and addressing issues that involve both abstract and concrete variables
- Surface problems, initiate action and solve problems in a timely manner
- Ensure equity among programs and learning opportunities for staff, students and parents
- Demonstrate appreciation for and sensitivity to diversity
- Ensure effective performance management and staff development practices for all school staff are in place



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- Demonstrate initiative and follow-through on own professional development plans
- Demonstrate emotional intelligence, integrity, fairness and ethical behavior
- Execute all school-related policies, procedures and guidelines
- Execute all school-related legal requirements
- Exhibit strong knowledge of auxiliary programs, processes and needs (e.g., transportation, food services, maintenance, and facilities' management)
- Exhibit knowledge of school, federal, state and local fiscal management policies and practices
- Value behaviors, traditions etc. associated with different cultures
- Exhibit knowledge of state, federal and board guidelines related to curriculum development
- Execute modern office practices, procedures and equipment

Experience:

- Minimum of five years secondary teaching experience
- Minimum of three years secondary administrative experience

Education:

- Master's Degree in Education
- Missouri AAA Secondary Principal's Certificate (High School Principals Certificate after July 1, 1972 must have completed a two-year graduate program approved by NCATE to prepare high school principals to meet AAA requirements)

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:



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Employee
Date

Date

Immediate Supervisor

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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