

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

Position Title:	Director of Full-Service/Community Education Schools		
Payroll/Personnel Type:	12 Month		
Job #:	8878		
Reports to: Deputy Superintendent of Student Support Services			
Shift Length:	8 Hour Day		
Union Eligibility:	Not Eligible		

Position Summary:

Full Direct of Full-Service/Community Education Schools -Service Schools Coordinators create a systemic plan to coordinate the district's full-service programs. The Director will assign duties, responsibilities and evaluate full-service programs. Full-Service Director will solicit and retain community partners to holistically serve school-based communities. The Director will create a systemic plan to expand full service or community education programming.

Essential Functions:

- Provide an appropriate, effective data collection system for the documentation and reporting of Full-Service School/Community Education Programs
- Create a systemic referral process for students, families and community
- Consult with full-service coordinators and school interventions teams to petition community partners
- Provide on-going direction and referral sources to Full-Service Coordinators
- Consult and collaborate with school-based community leaders regarding community assistance
- Provide and conduct professional development
- Consult and plan community outreach with Principals and Network Superintendents
- Conduct staff interviews for vacant positions
- Consult with community partners to contribute family programming
- Consult with central office staff to coordinate service services for school-based communities
- Act as a liaison between the school district and school-based community agencies
- Participate as an active member of the District Level Student Support Services Team
- Create a systemic process for data management
- Submit data and district wide reports as requested by the Deputy Superintendent of Student Support Services
- Performs other duties and responsibilities 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 lead, work, and supervisor staff
- Ability to organize and implement events and training opportunities
- Effective verbal, listening and written communication skills
- Effective one-on-one and group presentation skills

Experience:

• Three to five years of related experience

SIEE SAINT LOUIS **NECHOOSES LOS

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

Education:

- Bachelor's Degree in Social Work
- Master's Degree in Social Work

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.

<u>Review/Ap</u>	provals:			
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.



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