



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



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