



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

Position Title:	Military Coordinator Special Area
Payroll/Personnel Type:	11 Month
Salary:	Commiserate with years of military experience
Job #:	0836
Reports to:	Building Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Military Coordinator Special Area performs the duties required to support teachers, counselors, and administrators through the development and implementation of programs designed to promote a specific topic such as career education, civic responsibilities, literacy, and safe/drug-free schools.

Essential Functions:

- Research current program trends, information, and school needs to develop curriculum and supporting activities and material
- Identify, recruit, and develop community resources (material, individuals, or agencies) to enhance or assist with programs
- Write and update curriculums and projects geared toward school specialties and age level
- Contact schools to explain and offer services, distribute curriculums, and provide or arrange for staff professional development; may identify and train team leaders
- Coordinate all programmatic and logistical details involving external resources, schools, and special arrangements such as transportation
- Monitor assigned budget to ensure compliance and appropriate expenditures; may draft budget or prepare funding requests
- Assess resources and curriculums for appropriate content, applicability, and methods
- Visit and observe sites to monitor the implementation of programs and suggest program revisions
- Monitor program effectiveness by collecting and analyzing pertinent data and responding to results
- Develop and maintain professional relationships with external entities
- Research, compose, layout, and distribute reports, program marketing, and educational materials for internal and external use
- Attend, organize, and facilitate various program-related meetings to gather and share information
- May create programs and/or services to meet the specific needs of a school's request
- Perform job-related duties as assigned

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define the problem, collect data, establish facts, and draw valid conclusions
- Ability to effectively lead work and interact with others
- Ability to communicate effectively in writing and verbally
- Ability to be well-organized and detail-oriented

Experience:

