



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

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<b>Position Title:</b>	Coordinator, Advanced Academics
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8670
<b>Reports to:</b>	Director of School Counselors in Career Education
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Perform duties required to guide and coordinate department or program activities directly or indirectly related to advanced credits and advanced coursework. Position includes programmatic and financial responsibilities related to implementation.

**Essential Functions:**

- Develop and implement systems for Advanced Placement (AP) and International Baccalaureate (IB) courses offering and expansion across the district.
- Coordinate and recruit training efforts for instructors to become AP certified.
- Coordinate with building-level leadership to design schedules that support increased opportunity for Advanced Coursework.
- Coordinate dual credit offerings with schools and content area specialists.
- Coordinate and provide dual credit applications and certification for teachers across the district.
- Coordinate all dual enrollment programs and offerings across the district and support recruitment efforts.
- Coordinate with virtual learning to explore and develop Advanced Credit options.
- Develop and coordinate a district-wide, k-12 Speech and Debate program including participation in MSHSAA activities at the high school level.
- Coordinate with building leaders to hire, pay and provide training opportunities for Speech and Debate coaches as participating schools.
- Review and analyze reports, records, and directives to obtain data required for planning activities and workflows.
- Assign and delegate responsibility for specified work or functional activities and disseminate district policy to employees.
- Coordinate area's activities with related activities of other areas to ensure efficiency and economy.
- Work with College and Career Readiness team and Career and Technical Education team related to dual enrollment, dual credit, AP, and IB.
- Prepare reports and records on areas' activities for internal and external distribution, evaluate current procedures and practices for accomplishing objectives to develop and implement improved procedures and practices.
- Coordinate all District level Professional Development for AP instructors and Speech and Debate coaches.
- If needed prepare and distribute bid packages; analyze returned packages, prepare financial and other selection criteria and make recommendations.
- Respond to inquiries requiring research and/or explanation regarding department or program functions.



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- Perform related duties or special projects assigned.

**Knowledge, Skills, and Abilities:**

- Ability to apply basic principles to solve practical problems
- Ability to deal with a variety of variables in situations where only limited standardization exists

**Experience:**

- Minimum of five years of job-related experience
- Experience in St. Louis Public Schools

**Education:**

- Master’s Degree (required)

**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:**

\_\_\_\_\_  
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.***