



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

Position Title:	Elementary School Community Education Center Principal
Payroll/Personnel Type:	12 Month
Job #:	8171
Reports to:	Network Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Perform the duties required to direct and coordinate educational, administrative, and counseling activities of an elementary community education center including general supervision of all employees assigned to the center.

Essential Functions:

- Plan, supervise, direct and manage the daily operation of the center in conformance with district policies, procedures and guidelines
- Supervise, assess and evaluate all components of the instructional process
- Supervise all center personnel, directly or indirectly, to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increase, promotion, and disciplinary measures
- Develop, evaluate and coordinate center objectives and educational programs to ensure conformance to appropriate standards and achievement of goals through staff meetings, review of teachers' activities and issuance of directives
- Facilitate the development of comprehensive professional development plan for staff
- Plan and prepare the center budget to ensure appropriate funding is obtained and monitor expenditures to ensure budget compliance
- Confer with teachers, students and parents to identify and plan corrective action for educational, attendance and behavioral issues
- Assist in developing a positive school and community culture based on commitment to common purpose
- Establish and maintain relationships with other centers, schools, organizations and district departments to coordinate services
- Requisition and allocate supplies, equipment and educational material to meet the centers' needs and budget parameters
- Direct the preparation of class schedules, cumulative records and attendance reports and ensure accurate and timely reporting of data to central offices
- Ensure school building and property are safe and secure and implement a comprehensive action plan for a variety of emergency situations including fire, tornadoes, and bomb threats
- Approve or reject requests for the use of the center functions and community use
- Attend administrative and Board of Education meetings to present or gather information
- Perform related duties or special projects

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define 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



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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.