



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

Position Title:	Academics Operations Coordinator
Payroll/Personnel Type:	12 Month
Job #:	9987
Reports to:	Deputy Superintendent of Academics
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Operations Coordinator will support several functions in the Academics Office, ensuring that all finance operations and Board operations are completed efficiently, supporting office operations, managing data and data analysis, performing research, coordinating office communication and collaboration, and assisting the Deputy Superintendent of Academics with needs as they arise.

Essential Functions:

- Review data and make recommendations relative to school data prepared by Network Superintendents
- Work with Technology and Accountability in analyzing pertinent data associated with MSIP scores, Attendance, Suspensions and other KPIs (Key Performance Indicators)
- Prepare Worksheets, Reports, Presentations and other analyses as needed
- Assist in the development, revision, and monitoring of strategic plans, policies and procedures, and performance management measures
- Oversee the total Academic budget as well as the specific departmental budgets ensuring that requisitions, reports, transfers and other appropriate paperwork are prepared and completed in a timely fashion
- Oversee the Board Resolution process to ensure timely processing as it relates to the entire Academics Office
- Assist with technology issues as they arise in the office setting
- Perform specialized responsibilities for the Deputy Superintendent of Academics such as administrative coordination of projects and programs as they relate to quality control, strategic plans, and other initiatives
- Communicate and collaboratively work with all Academics Office staff as well as all district employees, board members, outside agencies, and the general public
- Assist with the planning and implementation of district meetings and professional learning projects as assigned
- Facilitate, coordinate, or support strategic plan implementation
- Complete other duties as assigned

Knowledge, Skills, and Abilities:

- Strong oral and written communication skills
- Excellent ability to meet goals and deadlines, especially in a fast-paced, deadline-driven environment
- Ability to communicate with various stakeholders, including other departments with related or interdependent work, to ensure timelines are met and projects are completed according to deadlines
- Strong knowledge of school system data analysis and relevant academic indicators
- Ability to interpret data and present in a meaningful, deep way to various stakeholders



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- Strong data analysis skills and ability to use complex data systems and platforms to analyze and interpret data
- Ability to manage complex projects across multiple teams
- Ability to manage the operations of a large office, including project management, day-to-day scheduling, and long-term strategic planning efforts
- Ability to connect daily work at the personal and team level to long-term departmental goals and to plan and balance projects accordingly to ensure long-term vision is realized

Experience:

- Minimum of 5 years' professional experience
- Experience analyzing data, managing teams, and coordinating large projects
- Experience in an urban school setting or non-profit setting (preferred)

Education:

- Bachelor's Degree (required)
- Master's Degree in relevant discipline (preferred)

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



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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.