



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

Position Title:	Secondary Coordinator Special Area Coordinator
Payroll/Personnel Type:	10.5 Month
Job #:	8249
Reports to:	Executive Director
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Secondary 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, and 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 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 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:

- A minimum of three years of teaching or career counseling experience in order to gain sufficient experience to perform the requirements of the position (required)



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Education:

- Bachelor’s Degree in Education (required)
- Master’s Degree (preferred)
- Missouri Teaching Certification (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.



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