



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

Position Title:	Adult Basic Ed Supervisor
Payroll/Personnel Type:	12 Month
Job #:	8369
Reports to:	Deputy Superintendent
Shift Length:	Varies
Union Eligibility:	Not Eligible

Position Summary:

Perform the duties required to maintain a quality, well-functioning program of an instructional or administrative nature.

Essential Functions:

- Supervise assigned personnel to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases
- Position changes, and disciplinary measures; conduct performance evaluations
- Prepare or compile information for budget preparation and monitor to ensure adherence to the approved spending plan
- Plan the area's work load and ensure all personnel, supplies and equipment needed are available
- Research issues, analyze data, develop and present options to management and implement the approved course of action
- Coordinate with other district personnel to implement interrelated or special projects
- Document and ensure compliance with policies and procedures within the area and by other district personnel if applicable
- Ensure program compliance to applicable federal, state and local laws and district policies
- Maintain a knowledge base of current trends, practices and information in the field of expertise through meetings and professional journals
- May seek external program support through partnerships, grant writing and other funding avenues
- Perform other duties as assigned or special projects

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written and/or oral form
- Ability to effectively lead, work and interact with others
- Ability to communicate well verbally and in writing
- Ability to initiate action and solve problems

Experience:

- Minimum of three years job related experience

Education:

- Master's Degree (preferred)



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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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