



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

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|--------------------------------|-----------------------|
| <b>Position Title:</b>         | Data Specialist: ESOL |
| <b>Payroll/Personnel Type:</b> | 12 Month              |
| <b>Job #:</b>                  | 55                    |
| <b>Reports to:</b>             | Principal             |
| <b>Shift Length:</b>           | 8 Hours a Day         |
| <b>Union Eligibility:</b>      | Not Eligible          |

**Position Summary:**

The Data Specialist will be under the direction of the principal to assist in the leadership of the school in the area of data processing.

**Essential Functions:**

- Plan, organize, and supervise all procedures pertaining to program making and maintain efficient coordination with the guidance department and department heads
- Plan, organize, and maintain accurate, efficient pupil accounting procedures
- Plan, organize, and supervise the activities of the attendance clerk
- Serve as liaison with the Director of Data Processing
- Plan, organize, and maintain accurate grade reporting procedures
- Plan sound, fair teacher assignments with the principal's approval
- Maintain accurate permanent records and insure their proper handling and safekeeping
- Prepare and submit an accurate state report
- Prepare and submit an accurate North Central Report
- Maintain contact with North Central Representatives
- Supervise teacher performance in data processing activities
- Interpret data processing instructions, reports, etc., to the school administrator and faculty
- Coordinate all activities with the enrollment center
- Orient all new teachers to data processing responsibilities
- Review attendance records and promptly notify the guidance assistant principal of any student's excessive absence
- Upon notification from the guidance department, initiate prompt enrollment and withdrawal of students
- Complete essential grade reporting, with student accounting and master scheduling activities during the summer
- Performs other duties as assigned

**Experience:**

- Missouri Teaching Certification at the secondary level (preferred)
- A minimum of three (3) years teaching or equivalent experience
- Administrative experience in data processing such as C&D reporting, High School Master schedules, enrollment and withdrawal procedures or grade reporting (preferred)

**Education:**

- Bachelor's Degree (required)
- Missouri Teaching Certification at the secondary level (preferred)

