



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

Position Title:	Coordinator of Workforce Development
Payroll/Personnel Type:	12 Month
Job 3:	8879
Reports to:	Associate Superintendent of College and Career Readiness
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

SLPS is seeking a talented professional who will work with a broad base of partners and all SLPS High Schools to create internships and work experience opportunities for 12th graders during their spring semester. This is a new position and initiative and will require initiative, creativity and persistence. Our diverse population deserves and appreciates leaders who are committed to and have a passion for their work, and for Social Justice.

Essential Functions:

- Coordinate all components of internships and work experiences for the District’s high school seniors to ensure every student has an appropriate, well-match placement
- Develop relationships and partnerships with placement sites to ensure the District has a varied portfolio of placement sites
- Monitor program implementation to ensure every District senior has a top-notch experience and that partners experience a seamless placement process
- Lead laterally, as necessary, to ensure other district leaders, school leaders, and partners understand and reinforce high-quality programming
- Collect, analyze, and present data related to student success outcomes and partner satisfaction
- Develop marketing materials for student recruitment
- Develop marketing materials for partner/employer recruitment to develop presence in the community and build sustainable programming
- Facilitate payment to students for agreed upon work and ensure payment process runs smoothly for District, student, and partner organization
- Maintain accurate, complete and correct records as required by law, district policies and administrative regulations
- Communicate professionally, clearly and regularly with partners and clients
- Collaborate with Career and Technical Education colleagues related to internships and supervised work experience
- Maintain confidentiality of information concerning students, colleagues and partners
- Maintain detailed records related to students, partners and all aspects of the programs
- Demonstrate high standards of professionalism and ethics
- Maintain all Board policies and regulations
- Perform other tasks as assigned

Knowledge, Skills, and Abilities:

- Highly visionary, with a belief that all children and adults are capable of greatness
- Deep understanding of how systems operate and how to lead change efforts internally
- Compelling communicator with the ability to invest key stakeholders in prioritized work
- Effectively collaborative, working across teams at various levels of the organization to ensure effective implementation of strategic priorities



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- Deep understanding of equity, especially in an educational context, at an individual contributor, team, department, school, and district level
- Highly self-aware of identity, biases, and characteristics and how those impact one's own leadership
- Deeply committed to growing and accepting feedback with a demonstrated track record of receiving feedback well and implementing feedback effectively
- Working with culturally diverse students and partners
- Ability to lead others, conduct meetings and work independently
- Serving effectively in a collaborative team setting
- Strong organization skills
- Ability to match student interest to opportunity
- Possess strong written and oral communication skills
- Passionate about serving in a multi-cultural community
- Demonstrate initiative and problem-solving capabilities
- Ability to multi-task

Experience:

- Experience working with diverse youth or in a setting similar to that of the District
- Experience working with community partners and external organizations
- Familiarity with K-12 institutions and workforce institutions
- Experience working as part of a team

Education:

- Bachelor's degree (required)
- Master's (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.



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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.