

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: (I) Assistant Principal for Student Learning
Location: Bellows Free Academy
Job Group: Administrator
Reports To: Principal

Summary: Supervises the implementation of instructional and curricular policies and programs as sanctioned by the Board and set forth by the Vermont standards for education. Works with Maple Run Unified School District Director of Curriculum and Instruction to ensure the alignment and coordination of PK-12 programs. Meets all expectations of a school leader including building relationships with adolescents and supporting them through restorative practices as appropriate.

Essential Duties and Responsibilities:

1. Plans, directs, and implements BFA Curriculum and Instructional plans.
 - a. Provides leadership in instructional practice and monitors instructional effectiveness.
 - b. Facilitates the selection of all instructional materials, supplies, books, and equipment.
 - c. Has overall responsibility for instruction, curriculum and assessment practices in all assigned high school subject areas.
 - d. Supervises the preparation and publication of instructional committee reports and academic information.
 - e. Serves as a liaison with sending schools; coordinates curriculum with all sending schools.
 - f. Serves as the school's LSB representative, maintains pertinent records and database files.
 - g. Oversees and ensures proper evaluation procedures for statewide assessments.
 - h. Works with departments and leads teams to promote school improvement.
2. Assists in the Administration of the School.
 - a. Provides in-service training and ensures staff development program opportunities are available and attended as needed. Approves all Educational Assistance and Independent study forms in coordination with the Director of Guidance.
 - b. Supervises and evaluates professional staff; provides steps in professional improvement as necessary and appropriate.
 - c. Leads or participates in meetings and committee work as assigned.
 - d. Develops, writes, and administers the BFA strategies for the Consolidated Federal Grant in collaboration with the MRUSD Curriculum and Instruction Director.
 - e. Supervises departments as assigned.
 - f. Interacts with students and staff in a constructive manner to create a positive learning environment by ensuring supportive relationships and meaningful student experiences.
 - g. Responsible for and coordinates the Local Common Assessment System.
3. Coordinates and assists MRUSD Director of Curriculum with the implementation of schoolwide and district initiatives including proficiency-based learning, personal learning plans and flexible pathways opportunities for all students.
4. Works collaboratively with other Administrators, parents, community groups and outside agencies.
5. Remains current on statutes, best practices, and trends related to secondary school curriculum and education issues. Attends conferences and professional meetings appropriate to job responsibilities.
6. May interact with the Board on occasion with assigned duties and special projects.
7. Serves as Equity Officer to address HHB matters as appropriate.

8. Additional duties may be assigned.

Supervisory Responsibilities: Supervises professional and support staff as assigned and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Assigned responsibilities may include interviewing, hiring, and training; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Master's Degree required. Three or more years' experience in teaching and administration preferred.

Certificates, Licenses, and Registrations: Valid Vermont Teaching Certificate with appropriate endorsements or special course work related to secondary level students.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from individuals and groups of staff, parents, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. A demonstrated ability to establish and maintain effective working relationships with students, staff, and the community is essential. The ability to communicate clearly and concisely both in oral and written form is required. Ability to perform duties with knowledge of all Supervisory Union requirements, Board of Education policies and applicable state and federal laws.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as determined by the Supervisory Union may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

Terms of Employment: Per Master Agreement

Evaluation: Annually

Date: May 17, 2018

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.