

**MAPLE RUN UNIFED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Engagement and Communications Coordinator  
**Job Group:** Educators  
**Reports To:** Principal

**Summary:** This position serves to increase connections and build community relationships within the school and wider community. This position will support personalized learning, community service, collaborative learning experiences, professional development, and after-school and summer activities.

**Essential Duties and Responsibilities:**

1. Build relationships with community members and gather data from stakeholders (students, parents/caregivers, community member, school staff) around interest and needs for event and activity topics.
2. Coordinate program and school-wide events that include but are not limited to 9<sup>th</sup> Grade Orientation, Step-Up/Move-up Day, BFA Experience night, Senior Events and Graduation Week, Open Houses.
3. Develop and promote programming, such as author visits, presenters, arts & crafts, fun & games, cooking, language and literacy development, home & garden, health and wellbeing.
4. In-person and online enrichment classes for adults and kids of all ages to build a community of learners while supporting personalized learning plans and community service requirements.
5. Creating spaces and activities that break down the barriers that can exist for marginalized groups.
6. Coordinating/inviting speakers or providers of professional development specific to audiences of parents and students to strengthen awareness of SEL, positive stress and resiliency.
7. Collaborating with IT to coordinate informational events that support parents/caregivers in fully understanding and accessing the learning management system.
8. Collaborate with school staff to increase resources to reflect specific community needs and work with student groups to honor important social topics and build empathy and awareness.
9. Creation of a community engagement center.
10. Increase communication and student voice through social media, newsletters, and other means so that students, parents/caregivers, community members, and staff are apprised of school events.
11. Maintain appropriate, accurate and complete student records and data as required by law, district policy, administrative regulations, and state reporting purposes. Document and manage data collection procedures as it relates to program operations and student success.
12. Actively participates in and facilitates professional development training, conferences and/or classes.
13. Maintain effective professional interactions with teachers, students, parents, support staff and other appropriate contacts by
  - a) Modeling appropriate behavior and positive attitude towards work and others
  - b) Communicating school related issues, concerns, successes by means of newsletters, notes, phone calls, conferences, technology, etc.
  - c) Being available to students and parents for education-related purposes outside the instructional day
  - d) Creating an environment that is instructionally appropriate for age/grade of assigned students
  - e) Identifying student needs and developing strategies for individual education plans. May also make appropriate referrals to other resources
  - f) Planning and coordinating the work of employees, parents, and volunteers in the classroom and on field trips.
14. Evaluates students' academic and personal growth, keeps appropriate records and prepares progress reports when appropriate.
15. May perform other responsibilities as assigned.

**Supervisory Responsibilities:** Supervises classroom employees, students and volunteers. Monitors student behavior through an appropriate classroom management program. Assists administration in establishing and supporting school-based student management philosophy and a positive learning environment.

**Qualification Requirements:** To perform this job successfully, an individual must be able to demonstrate a high degree of interpersonal and communication skills, attention to detail, and adaptability. Each essential duty must be performed in a satisfactory manner.

**Education and/or Experience:** Bachelor's degree is required, master's degree preferred. Understanding of and experience with restorative practices, supporting mental health needs of students, trauma-informed care, and behavior intervention preferred.

**Certificates, Licenses, Registrations:** Valid Vermont Educator License.

**General Language Skills:** Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write lesson plans, reports, and correspondence. Ability to effectively present information and respond to questions from students, parents, staff and the public. Ability to use a variety of assessments for student work and Vermont Standards. Ability to communicate effectively with students, parents, colleagues, administration and greater school community.

**General Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra, and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**General Reasoning Ability:** Ability to solve practical problems and deal with a variety of situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory specific to assigned instructional academics program; ability to plan and implement lessons based on content and school objectives and the needs and abilities of assigned students. Is knowledgeable with special education regulations in order to participate in Instructional Educational Plans (IEP) teams and to carry out student IEP accommodations and goals. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board policies.

**Physical Demands** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, talk and hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**Emotional Demands:** The individual must be able to work with others in a collegial and cooperative manner, must show acceptable interpersonal skills and follow directions of school leadership.

**Work Environment:** The work environment characteristics described here represent 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 the work environment is moderate to loud. Duties are primarily performed indoors and occasionally outdoors.

**Terms of Employment:** Per the Master Agreement

**Evaluation:** Per established performance review cycle

**Date:** 5/13/22

*The information contained in this job description is for compliance with the American 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 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.*