

# MAPLE RUN UNIFIED SCHOOL DISTRICT

## Job Description

**Job Title:** Assistant Principal for Student Engagement

**Location:** Bellows Free Academy

**Job Group:** Administrator

**Reports to:** Principal

**Summary:** The High School Assistant Principal of Student Engagement is responsible for promoting a positive and engaging school environment for students, fostering student success, and maintaining a safe and inclusive learning environment. The primary focus of this role is to evaluate student engagement initiatives and programs, oversee the student behavior system. The Assistant Principal will collaborate with the principal, faculty, staff, and parents to ensure a supportive and enriching educational experience for all students.

### Essential Duties and Responsibilities:

#### 1. Student Behavior System:

- Develop, implement, and maintain a comprehensive student behavior system that promotes positive behavior, establishes clear expectations, and addresses disciplinary issues effectively.
- Regularly review and update student behavior policies, codes of conduct, and disciplinary procedures in compliance with local, state, and federal regulations.
- Ensure consistent application of disciplinary measures and interventions, considering fairness, equity, and individual student needs.
- Collaborate with teachers, counselors, and support staff to provide guidance and support for students facing disciplinary issues.
- Conduct investigations and take appropriate action on student behavior incidents, including documentation and communication with relevant stakeholders.

#### 2. Supervision and Evaluation:

- Oversee school and student engagement initiatives, programs, and activities, ensuring alignment with the school's mission, vision, and educational goals.
- Provide leadership in promoting a positive school climate and engaging students in meaningful learning experiences.
- Supervise and evaluate assigned teachers and staff, offering guidance, feedback, and professional development opportunities as needed.
- Conduct regular observations of classrooms, assess instructional practices and the quality of student engagement and provide feedback to improve practices.
- Collaborate with the Principal and other administrators to develop strategies for enhancing student engagement and involvement in school activities.

#### 3. Student Support and Collaboration:

- Collaborate with school counselors, social workers, and other staff to provide intervention and support for students with academic, behavioral, or social-emotional challenges.
- Assist in the development and implementation of intervention plans and strategies to address the needs of at-risk students.
- Coordinate with external agencies, organizations, and community resources to provide additional support services for students when necessary.
- Serve as a resource and point of contact for parents regarding student behavior, discipline, and engagement matters.

4. Collaboration and Communication:

- Foster effective communication and collaboration among teachers, staff, parents, and students to promote a positive and inclusive school culture.
- Participate in faculty and staff meetings, parent-teacher conferences, and other school-related events.
- Act as a liaison between students, parents, and school administration, ensuring clear and timely communication on student-related matters.
- Collaborate with the Principal and other administrators to develop and implement school-wide initiatives, policies, and procedures.
- Serve as a member and co-facilitator of teams to include but not limited to building-based leadership team and MTSS team.

5. All other duties as assigned.

**Supervisory Responsibilities:** Shares in the management of office support staff. 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 employees; 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 in Education, Educational Leadership, or a related field required. Three or more years' experience in teaching and administration preferred.

- Prior experience in a leadership role within a high school setting, preferably in student engagement or student affairs.
- Strong knowledge of student behavior management systems, disciplinary procedures, and best practices.
- Familiarity with local, state, and federal regulations related to student discipline and engagement in an educational setting.
- Excellent communication, interpersonal, and problem-solving skills.
- Ability to work collaboratively with diverse stakeholders, including students, parents, faculty, and staff.
- Demonstrated leadership abilities and a passion for promoting positive school culture and student success.

Note: The job description provided here is a general outline and may be subject to modifications based on the specific requirements of the educational institution.

**Certificates, Licenses and Registrations:** Valid Vermont Teaching Certificate with Secondary Principal Endorsement 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, business 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, circumference, and volume and 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 accommodation 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 and stoop, kneel, crouch, or crawl. 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 part of the day and location.

Terms of Employment: Per Master Agreement

Evaluation: Annually

Board Adopted: May 26, 2023

*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 requirements contained in this job description.*