

## Union Public Schools Job Description

**Position Title:** Assistant Principal of Student Engagement, High School  
**Department:** Teaching and Learning  
**Reports To:** Principal/Executive Director for Secondary Education

**FLSA Designation:** Exempt

**SUMMARY:** The Assistant Principal of Student Engagement will play a pivotal role in fostering a supportive and inclusive school environment. This position focuses on decreasing truancy, removing barriers to student success, and increasing student and family engagement. The ideal candidate will be a dynamic leader with a passion for student advocacy and community building.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Develops and implements strategies to reduce student absenteeism and truancy
- Collaborates with teachers, counselors, administrators, and social workers to identify and support at-risk students
- Assists with staff evaluation
- Monitors attendance data and creates intervention plans for chronically absent students
- Identifies and addresses barriers to student academic and social success
- Assists scheduling special events during the school day
- Coordinates with academic departments to provide targeted student support and resources
- Provides general supervision to students and develops an accountability plan for students in common areas (e.g., virtual students, concurrent enrollment students, students shuttling to other sites), especially during regular class time when most students are in classrooms
- Supervises extracurricular activities
- Fosters strong relationships with students, parents, and community partners.
- Organizes events alongside other school leaders and community partners to engage families in the educational process
- Serves as a liaison between the school and community organizations to provide additional support services
- Works closely with the principal and other administrative staff to align student engagement initiatives with school goals
- Works well with both supervisors and other members of the team
- Maintains consistent and punctual attendance
- Performs other duties assigned by supervisor or administrator

**SUPERVISORY RESPONSIBILITIES:** Supervises employees in the High School when the Principal is absent from the building. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities 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 representative 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 administration (or equivalent) and five years of experience in teaching or administration.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate and valid Administrator Certificate with secondary principal endorsement

**LANGUAGE SKILLS:** **Bilingual preferred.** 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 groups, staff, parents, and the community at large.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. 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. Working knowledge of trauma-informed practices. Ability to implement restorative practices to address absenteeism and truancy. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of 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 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 particular part of the day and location.