

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

**Supervisor of Freshman Academy, Admissions and Student Success**

QUALIFICATIONS:

- Must hold valid Supervisor/Director License
- Superior organizational skills and attention to detail
- Master of Education Degree
- Guidance background preferred
- Minimum five years teaching experience
- Demonstrated leadership ability
- Excellent communication and interpersonal skills

REPORTS TO:

Principal

RESPONSIBILITIES:

**RECRUITMENT AND ADMISSIONS**

1. Develop annual budget and allocate funds for recruitment and admissions.
2. Ensure compliance with the Admissions Policy in accordance with the Department of Elementary and Secondary Education regulations; revise District Admissions Policy, as appropriate.
3. Coordinate recruitment activities for prospective students, including students in our member communities, as well as those in our surrounding communities.
4. Oversee the annual Open House activities for prospective students and their families, in collaboration with the Director of Workforce Development.
5. Assist with development of community outreach programs designed to increase interest in Essex North Shore Agricultural & Technical School and its programs.
6. Supervise the application process, including the scoring, interviewing and selection of students for admission.
7. Supervise the Admissions Counselors.
8. In collaboration with the Guidance Department, organize the Contact Counselor's Breakfast, placement testing, Freshman Orientation, and New Parent Night.
9. Oversee the Freshman Exploratory Program in collaboration with the Director of Guidance and Directors of Career and Technical Education.

10. Develop and maintain professional collegial relationships with guidance staff in the area middle schools.
11. Prepare admissions annual enrollment reports for the District.

### **FRESHMAN ACADEMY**

12. Responsible for management of all Grade 9 students; facilitate students' transition to high school.
13. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; assist in the development of goals for individual teachers assigned to evaluate.
14. Via the evaluation process, ensure that effective strategies for improving instruction and student outcomes are implemented.
15. Collaborate as needed with the Assistant Principals to implement student behavior development.
16. Ensure that all policies that are approved by the District are followed.
17. Work with the Assistant Principals to monitor and address student attendance, tardy and dismissal rates; develop appropriate interventions for students with attendance concerns as it relates to Freshman Academy.
18. Attend Student Support Team meetings; assist in the development and implementation of strategies and interventions to promote student success.

### **STUDENT SUCCESS PROGRAM**

19. Develop procedures and protocols for daily operations of the Student Success Program.
20. Develop and implement procedures and protocols as it relates to the Student Success program with the Principal or Designee.
21. Implement assess, and adjust as needed the procedures and protocols of the Student Success Program.
22. Supervise daily operation of Student Success Program and staff members.
23. Collect, analyze, and communicate data on use, effectiveness, and recidivism with Building and District leadership.
24. Communicate with faculty, staff, and parents the purpose and expectations of the Student Success Program, student progress, and prevention.
25. Develop and implement a system to track students after intervention.
26. Collaborate with the guidance and special education departments to manage assigned student's academic program when enrolled in the Student Success Program.

27. Schedule and facilitate re-entry meetings with student, their parent/guardian, staff member, and Assistant Principal.

**OTHER**

28. Perform such other tasks and assume such other responsibilities not inconsistent with the role as the Principal may assign.

**TERMS AND CONDITIONS OF EMPLOYMENT**

1. This is a twelve-month position
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.