

Ontonagon Area School District

Position Title: Administrator of Student Success

Qualifications

Required: Administrative K-12 School License
Training in MTSS Behavior Systems
CPI Certification or willingness to obtain

Qualifications

Desired: Background in School Counseling or Social Work

Duration: Position will be 180 Day, school year position with up to 25 summer days.

Reports to: Superintendent

Supervises: None

Position Purpose: Serves as the champion of student success, focused on supporting students to be successful in the classroom. The position will also help lead implementation of School wide Positive Behavior and Social Emotional Learning within the school, oversee virtual learning opportunities, state testing, parent engagement, student scheduling, and support student college and career readiness.

Essential Functions and Dispositions:

1. Creates a favorable professional impact on students, parents, community, and other employees.
2. Maintains confidentiality in verbal, written, and electronic communication.
3. Refers confidential information to the appropriate person.
4. Follows safe practices and adheres to safety standards.
5. Strong ability to lead by communicating effectively and developing sustainable relationships/partnerships with others.
6. Strong ability to lead by demonstrating strong organizational skills and focused student-centered program planning.

Essential Role & Responsibilities:

7. Assists students in academic, attendance, and behavioral improvement
8. In collaboration with administration helps lead school wide positive behavior implementation structures
9. Promotes student engagement by identifying under-involved students, and connecting students to programs
10. Facilitates the mindful movement room within the building
11. In collaboration with administration work on student scheduling, scholarship and college enrollment activities
12. Responsible for overseeing the Student Online Learning program and working in collaboration with teachers.
13. Meets with students and families to work through issues and refers to appropriate services as needed
14. Assists in the collection and analysis of academic and behavioral data

Job Description

Page 2

15. Leads the organization, scheduling, and administration of assessments.
16. In collaboration with staff, ensures that all individualized academic learning plans are completed and kept up to date
17. Supports district KIP team with a focus on de-escalation and prevention
18. Keeps staff aware of student needs
19. Supports with Social Emotional learning lessons throughout the school
20. Other duties as assigned

Working Conditions:

1. Work involves disruptions of daily schedule.
2. Work involves frequent deadlines under pressure.
3. Work requires flexibility in adjusting to continuously changing situations.
4. Work entails a flexible daily schedule.
5. Work involves a high level of decision making and the ability to keep information confidential.
6. Work involves travel in and outside the district.

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of business demands change, so too may the responsibilities, duties, and skills of this position.