



SOUTHWEST VERMONT REGIONAL TECHNICAL SCHOOL DISTRICT

Job Posting: Assistant Director
May 16, 2024

The Southwest Vermont Regional Technical School District is seeking an Assistant Director to assist the Superintendent/Director in leading, supervising, managing and organizing staff and systems to ensure that students learn in a safe, respectful, and enriching environment. The Assistant Director is supervised by the Superintendent/Director and assumes responsibility for center-wide decision-making in their absence.

General Overview of Responsibilities

1. Supervision:
 - Supervise students starting at 7:15 a.m. during the school year.
 - Perform hall monitoring, lunch duty, classroom visits, offsite visits, and handle all student discipline/support-related matters.
2. School Bus Operations:
 - Assist in overseeing sending school bus arrivals/departures.
 - Assist in scheduling bus transportation for various school-related purposes.
3. Student Discipline:
 - Implement SWT's student discipline philosophy, policies, and procedures.
 - Determine student tardiness and truancy.
 - Assist in implementing student attendance procedures.
4. Community Engagement:
 - Build positive relationships with students, families, SWT staff, community members, and sending school counselors/administration.
5. Harassment, Hazing and Bullying Investigation:
 - Lead and organize investigations for student-to-student and student-to-staff harassment, hazing, and bullying incidents.
6. Meeting Coordination and Participation:
 - Organize, coordinate, and lead meetings with Guidance Coordinator, SWT Paraprofessionals, SWT CTSO Advisors, Sending School Administrators, and Work-Based Learning Coordinator.
 - Attend and contribute to various meetings, committees, councils including SWT Leadership Team, SWT/MAU Safety Team, Faculty Meetings, Policy Committee, Focus Group Meetings, EST Committee, Community Organizations, Business Partnerships, and SVRTSD Board Meetings.
7. Staff Supervision and Evaluation:
 - Supervise and evaluate Paraprofessionals and other Faculty/Staff as needed.
8. Safety Oversight:
 - Ensure SWT is a safe environment for students and staff in collaboration with the Superintendent/Director and Student Resource/Campus Safety Liaison.

9. Facility Management:
 - Oversee office staff in scheduling and managing SWT facility use.
 - Monitor facility/maintenance needs and communicate with MAUHS Maintenance and Custodial Departments.
10. Physical Requirements:
 - Walk around the campus and/or parking lots frequently.
11. Event Assistance:
 - Assist in organizing and participating in SWT annual events such as Fall Open House, Spring Open House, Awards Night, and other student recognition events.
12. Teacher Support:
 - Assist teachers in coordinating student activities and attend said activities as needed (e.g., CTSOs and NTHS functions).
13. Recruitment and Hiring:
 - Assist the Superintendent/Director in recruitment, interviewing, and hiring of school personnel.

Minimum Requirements

Vermont Licensure (92) - Career Technical Center Director Endorsement

Vermont Licensure in Administration and ability to obtain (92) Career Technical Center Director Endorsement

Master's Degree, including thirty semester hours in coursework pertinent to the duties of the position, and completing requirements to acquiring (92) Career Technical Center Director Endorsement

How to Apply

Interested candidates should apply at <http://www.SchoolSpring.com> OR submit a letter of interest, resume, three professional references and copies of current educational licenses or certifications to HR@swtech.org or by mailing the documents to:

Human Resources
Attn: Assistant Director Position
Southwest Vermont Regional Technical School District
321 Park Street
Bennington, VT 05201
Phone: 802-447-0220
Fax: 802-442-1745

Southwest Tech is an equal-opportunity employer and is committed to diversity in the workplace. We encourage all qualified individuals to apply.

Application Deadline: May 24, 2024

*Note: This job posting is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it.