

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Student Engagement and Opportunities

Department: Central Office

Reports To: Superintendent/Superintendent Designee

Approved By: Marion County Board of Education

Date: May 2025

SUMMARY: The Director of Student Engagement and Opportunities is a visionary leader responsible for cultivating a dynamic, inclusive, and holistic student experience. This role provides strategic oversight and support for programs that promote student involvement, leadership development, career readiness, and personal growth. The Director will work collaboratively with district and school partners to ensure that students have access to transformative extra-curricular and co-curricular experiences that complement their academic journey.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Develops and leads a comprehensive strategy for student engagement, including athletics, student organizations, leadership programs, community service, and campus events.
- Oversees athletics and major student-led initiatives.
- Leads assessment and data collection to measure student engagement outcomes and satisfaction.
- Develops short and long-range implementation plans designed to provide timely delivery of high quality services to students, families, and the community.
- Manages, develops, continuously monitors and improves district programs and services.
- Promotes student programs, activities, contests, and recognitions on a district-wide basis.
- Fosters an environment that supports academic achievement and sportsmanship.
- Oversees the administration and growth of the district's athletics programs.
- Organizes, facilitates and/or attends a variety of meetings; represents the district in collaborative/partnerships/task forces with a variety of stakeholders.
- Manages departmental budget and allocates resources to maximize impact.
- Serves as a key advisor on student experience issues and contributes to district success efforts.
- Collects, prepares, and analyzes data relative to program area; makes timely recommendations for programmatic changes to area under supervision to provide students a variety of educational opportunities.
- Maintains programs and opportunities for students and budgets as necessary to provide for the financial viability of the district.

- Maintains strong partnerships with internal and external stakeholders, including parents, community organizations, and business leaders.
- Fosters a positive and inclusive culture within all athletic programs.
- Collaborates with school administrators and faculty to align athletics with institutional goals.
- Supervises and evaluates the performance of assigned staff on a regular basis and provides clear, constructive feedback to improve staff effectiveness; interviews and selects highly qualified employees.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent.

SUPERISORY RESPONSIBILITIES: 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 EXPERIENCES: Master's Degree in Educational Administration/Management; must have strong leadership skills and communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of administrative certification as required by Kentucky law.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, staff, parents and students.

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.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. 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 frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

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 the work environment is usually very quiet.

The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.