Job Title: Vice Principal of Student Life

Casablanca American School

Job Overview
The Vice Principal of Student Life is responsible for fostering a **supportive, inclusive, and engaging school environment** through student discipline, SEL (Social-Emotional Learning) programming, student activities, and behavior management. This role ensures students feel safe, supported, and connected to their school community while promoting **restorative practices and proactive behavior systems**.

The ideal candidate has experience in **student wellness, discipline, extracurricular programs, and behavior management** and is committed to building a strong school culture.

This role is ideal for a candidate aspiring to a **building principal position within 2-3 years**.

Key Responsibilities

Student Support & Behavior Management

- Lead **student discipline using restorative practices**, ensuring fairness, inclusivity, and student growth.
- Collaborate with the GLT leaders and Director student support services on the SST process with Upper School Students.
- Implement **proactive behavior management systems** to support a **positive and equitable** school environment.
- Partner with counselors and teachers to monitor **student attendance** and implement interventions for **chronic absenteeism**.
- Develop and oversee **SEL (Social-Emotional Learning) initiatives** to promote student well-being.
- Support faculty in fostering **classroom management strategies** that align with the school's mission and values.
- Lead and facilitate consequences for students, including zero-hours(7:20 a.m. - 7:50 a.m.)

Student Activities, Clubs, & Athletics

- Supervise and enhance **student life programs**, including **clubs, leadership programs, service-learning, and athletics**.
- Support the development of **student leadership initiatives** and student government.
- Organize **school-wide events** that foster **student engagement, belonging, and school spirit**.
- Collaborate with coaches, club advisors, and community partners to **evaluate and best serve extracurricular opportunities**.

Building a Positive School Culture

- Serve as a **visible, approachable leader**, fostering strong relationships with students, staff, and families.
- Champion **initiatives that celebrate diversity, inclusion, and student success**.
- Work closely with the faculty to ensure that **behavior expectations align with school values**.
- Promote a **growth mindset** among students and staff, encouraging resilience and personal development.

Teaching and Learning

- Responsible for overseeing the observation and coaching of approximately ⅓ of the teaching staff at Upper School in alignment with the Danielson Framework and goal setting.

Week Without Walls

- Help to co-plan WWW activities, which includes the planning of events, invoices, tickets, visas, insurance, and student payment.

Technology

- Be familiar and comfortable with using PowerSchool and it's add-ons for student behavior and attendance.

Qualifications

- Master's degree in **Educational Leadership, Student Affairs, or School Administration**.
- Valid **administrative certification/license** (preferred).
- Experience in **restorative discipline, SEL programs, and student engagement**.
- Background in **student support services, extracurricular management, or behavior intervention**.
- Strong knowledge of **equity-centered leadership and positive school culture**.
- Excellent **organizational, communication, and relationship-building skills**.

Working Conditions

- Full-time position with **regular school hours**, plus occasional **evening/weekend student events**.
- Frequent interaction with **students, faculty, parents, and student activity leaders**.