

Red River Parish School Board

Job Description

Title: **Director of Accountability & Student Affairs**

Qualifications: Must have valid LA Teaching Certificate in area of Director/Supervisor or Educational Leader 2 (EDL 2)

Five (5) years of successful professional school experience, three (3) of which must have been during the five (5) year period immediately preceding appointment to the supervisory position Effective, new hire, June 1, 2016

Superordinate: Superintendent

Performance Responsibilities

1. Provide leadership and coordination of all programs of student affairs in the District.
2. Coordinates:
 - Services to all elements of the school district on affairs related to his/her sphere of duties.
3. Seeks for, researches, writes and applies for grants from state, federal and private sources.
4. Keep informed of all legislative and State Department of Education requirements pertaining to accountability and other applicable programs.
5. Interpret, maintain and monitor compliance with State Board policies, administrative rules and regulations.
6. Develop and implement Board policies as directed by the Superintendent.
7. Direct the development, implementation and evaluation of programs and related services.
8. Make presentations to the Red River Parish School Board.
9. Represent the District at local, state, federal and regional conferences and meetings.
10. Attend Board and District meetings as appropriate.
11. Assists in accomplishing campus, department and District goals.
12. Maintains regular and punctual attendance to fully meet work responsibilities.
13. Meets the Professional Development Requirements.
14. Performs other related duties as may be assigned by the Superintendent.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: **12 Months**