

Red River Parish School Board

Job Description

TITLE: **Assistant Principal (Fair Labor Standards Act—FLSA Exempt)**
Domains and Components will be used for Principal evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the Red River Parish Public School System's accountability measures as outlined in the Louisiana Accountability System.

Overview of the

Position: To plan and implement a program which creates an environment where teachers have the ability to design and implement a course(s) of study that enable students to learn and develop optimally.

Qualifications: Louisiana certification requirements for Principal;
Such additional qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Subordinate: Teacher, Counselor, Librarians, Band Director, Cafeteria Manager and Workers, Custodians and Maids, Secretaries, Paraprofessional, Bus Drivers

Domain I: School Vision

Component A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.

- The principal creates an atmosphere for achievement of high academic expectations for all students; providing a clear picture of the schools future.
- The principal ensures that the school vision is lived in practice, encouraging behaviors that support the vision and addressing behaviors that undermine the vision; enlisting the support, ownership, and institutionalization of the vision from various perspectives and lenses.
- The principal places data driven school level goals into the vision which describe how the vision will be attained; adjusting the goals as needed, using student learning outcomes, needs assessments, observations of teacher practices, and participation from stakeholders to ensure they are driving improvements in achievement.

Component B: Provides opportunities for professional growth and develops a pipeline of teacher leaders

- The principal expects professional growth from all members of the teaching staff that is aligned with the vision of the school and the Compass rubric.
- The principal facilitates meaningful, targeted professional development opportunities aligned to teacher needs and designed to improve instructional practice.
- The principal cultivates a pipeline of teacher leaders and develops their leadership skills to provide additional support to teachers in the school and allows them to take on additional leadership opportunities.

Component C: Creates and upholds systems that result in a safe and orderly school environment.

- The principal ensures that the school building is clean and safe, all basic facilities are in working order and that the physical plant fosters major academic priorities and initiatives.
- The principal consistently implements and discusses across all classrooms, an age appropriate code of conduct with written values and beliefs that is aligned with district and school priorities.

- The principal utilizes all support staff, including certificated and non-certificated employees, to strategically support the achievement of school goals.

Domain III: Instruction

Component A: Observes teachers and provides feedback on instruction regularly.

- The principal observes teachers to provide on-going actionable, clear and transparent feedback on instruction; these observations will become a part of both formative and summative assessments of teacher effectiveness.
- The principal ensures that all instruction is focused on the development and implementation of goals and objectives that are aligned with the Common Core Standards.

Component B: Ensures teachers set clear, measurable objectives aligned to Common Core.

- The principal guarantees that all instruction is grounded in and guided by the Common Core Standards.
- The principal implements a curricular scope and sequence that fosters rigorous instruction and activities that are designed to cognitively challenge students using the Common Core Standards.
- The principal supplies supporting curricular materials that allow them to implement the curriculum with fidelity.

Component C: Ensures teachers use assessments reflective of Common Core rigor.

- The principal facilitates and supports staff use of aggregate and disaggregated data to identify and prioritize students' needs in relation to the Common Core Standards.
- The principal will ensure that all assessments are Common Core aligned and will maintain teacher accountability for on-going analysis of student data to provide rigor, differentiation, rapid interventions and updated intervention assignments to reflect student needs and progress.

Professionalism Competency – Contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.

- The principal engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The principal collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

Other: Any and all duties as 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