

**EAST BATON ROUGE PARISH SCHOOL SYSTEM
POSITION DESCRIPTION**

TITLE: Elementary School Principal-Mayfair Elementary Laboratory School

REPORTS TO: Superintendent

GENERAL RESPONSIBILITIES:

The Elementary Laboratory School Principal will work in concert with University Laboratory School administration and will report directly to the Superintendent of Schools of the East Baton Rouge Parish School System (EBRPSS). The Elementary Laboratory School Principal is primarily responsible for the identification, implementation, and evaluation of research-based instructional and leadership practices in order to increase student achievement. This primary responsibility should be executed in collaboration with the research faculty within the College of Education at Louisiana State University and the East Baton Rouge Parish School System.

The Elementary Laboratory School Principal is additionally responsible for the effective management of programs, personnel, materials, and facilities in order to develop an optimum learning climate for the unique needs of this school site. He/she shall direct the operation of the school in accordance with policies established by the Board of Elementary and Secondary Education of the State of Louisiana, the State Department of Education, and the Board of Education of East Baton Rouge Parish. He/she also has the primary responsibility to provide an educational program which is responsive to student needs; while at the same time, addresses the goals and objectives of the district and the school. The principal shall plan, implement, monitor, and evaluate functions of the overall management and leadership of the school. He/she shall be responsible for the school's operation within the financial limitations of the district and site.

PERFORMANCE RESPONSIBILITIES:

Leadership

The Elementary Laboratory School Principal:

- Identifies and communicates a creative vision and mission with the faculty and staff, anchored in experience, of the role of a laboratory school in a university setting.
- Is a catalyst for research on progressive practices in teaching, curriculum, and school leadership.
- Communicates effectively and gains support for goals within the school and the community.
- Interacts in a welcoming and effective manner with parents and prospective families, with children, with pre-service teachers, with school and university faculty, and with the general public.
- Sets high expectations and performance standards that lead to the attainment of school and district goals.
- Identifies and analyzes relevant information before making decisions or committing resources.
- Provides incentives for both teachers and students to excel.

- Serves as a model of professionalism and communicates educational values.
- Identifies areas for instructional and program development through the collection and interpretation of student and school data. Plans and prepares, with teacher input, the master schedule and directs the scheduling of individual students.
- Involves others effectively in the improvement of curriculum and instruction. Evaluates the previous year's instructional program.
- Keeps up with current developments, research, and literature in the field of elementary education, especially as it relates to ongoing research and innovation of the elementary laboratory school.
- Evaluates certified and classified staff constructively. Recommends remedial assistance/support and dismissal of incompetent and unsatisfactory personnel.
- Identifies/selects candidates for teaching positions and subsequently coaches, guides, and/or assists teachers in enhancing their instructional effectiveness.
- Engages in and promotes a program of ongoing professional development, including participation in professional organizations.
- Selects and assigns appropriate personnel for the effective delivery of the school program.

Professional Development

The Elementary Laboratory School Principal is responsible for:

- Recommending that teachers undertake needed professional development that has been identified through data analysis of student test scores, COMPASS evaluations, principal walk-throughs, etc.
- Reviewing teachers' lesson planning, unit planning, assessment design and classroom performance through classroom observations and personal interviews.
- Evaluating each teacher's performance through utilizing COMPASS evaluations which are submitted to the teacher, Executive Director, and the Dean of the College of Education.

Curriculum Development

The Elementary Laboratory School Principal is responsible for:

- Developing, in conjunction with all professional colleagues, the curricular offerings in the Elementary School.
- Supporting the curriculum review process.
- Developing a balanced timetable of classes.
- Coordinating the scheduling of courses for students.
- Arranging for accurate class lists to be maintained.
- Organizing and leading meetings of Faculty, Department Chairs, and Team Leaders.
- Attending departmental meetings on a rotating basis and when invited.

- Collecting agendas and minutes of departmental meetings to assist the systematic review and development of curriculum.

HUMAN RELATIONS:

The Elementary Laboratory School Principal should:

- Reply promptly and professionally to parent and teacher inquiries regarding the school and its programs.
- Organize Parent/Teacher Conferences on a regular basis.
- Provide support to the Development Office within the LSU College of Education.
- Solicits and gives specific and constructive feedback.
- Maintains a positive attitude to enhance the school climate.
- Demonstrates an appreciation for the accomplishments of others.
- Listens actively to others.
- Utilizes clear and meaningful oral and written expression.
- Must have a passion for all children, helping them achieve the highest levels of learning and becoming, as well as a strong interest in preparing future educators.
- Demonstrates the ability to build relationships with the faculty and staff, students, parents, and community.

Collaboration

- Demonstrates the ability to collaborate effectively with Louisiana State University in providing professional development opportunities.
- Fosters teamwork and collegiality. Delegates and/or accepts authority and promotes the administrative team concept.
- Elicits participation in decision-making and cultivates leadership in others.
- Facilitates group processes and effectively manages conflict.

PARENTAL/COMMUNITY INVOLVEMENT:

Communication

- Communicates effectively with students, parents, and the community and gains their support for school goals, programs, and policies.
- Provides students, parents, and the community with an appropriate voice in the school's decision-making process to enhance the quality of education.

Participation

- Involves parents and the community in the activities of the school to build a sense of shared responsibility for the quality of education being provided.
- Encourages the volunteer participation of parents and the community and uses their resources to enhance the quality of education in the schools.

MANAGEMENT:**School Program Management**

- Plans and prepares an appropriate budget and manages funds effectively in accordance with district guidelines.
- Seeks, allocates, and maintains records for appropriate resources (materials, money, equipment, and time) to support the school program.
- Coordinate the ordering of books, supplies, and materials and ensuring their effective distribution.
- Implements school programs within the confines of the district's goals and policies.
- Schedules, supervises, and evaluates curricular, co-curricular, and extracurricular activities efficiently and effectively.
- Understands and applies knowledge of community organizations in generating support for the school.

RULES AND REGULATIONS:

The Elementary Laboratory School Principal is responsible for upholding the discipline, behavior, and uniform standards of the school by:

- Identifying rules, guidelines, and procedures for total school operation and accepting responsibility for student, teacher, and staff compliance.
- Establishing and maintaining a clear process of addressing student academic and behavioral concerns via the School Building Level Committee (SBLC) Process. The SBLC Process should be implemented for the purpose of preventing serious student academic/behavioral problems from developing and dealing with those problems which do occur.
- Establishing, maintaining, and following the East Baton Rouge Parish School System Students' Rights and Responsibilities Handbook.
- Develops effective discipline and attendance policies collaboratively. Interprets and administers the School Board and State Department of Education policies and procedures on students' rights and discipline. Supports teachers in maintaining good discipline in their classrooms. Reports to appropriate law enforcement agencies all instances of possession and/or distribution of controlled dangerous substances or weapons on school grounds, on school busses, or during school functions. Establishes and maintains a process for the daily accounting of student attendance.

GENERAL OPERATIONS

- Supervises all personnel assigned to the school.
- Maintains a visible and accessible presence in the school.
- Protects instructional time when scheduling events and communication efforts.

- Ensures that school facilities are conducive to a positive school environment.
- Assumes responsibility for all physical properties assigned to the school.
- Plans, prepares, and distributes student and faculty handbooks aligned with EBRPSS policies and procedures.

MISCELLANEOUS:

- Cooperates with community agencies whose purposes relate to the health, safety, and welfare of students.
- Assumes responsibilities for closing of school activities.

(Bullets indicate the Louisiana Proficiencies of the Effective Principal)

ESSENTIAL FUNCTIONS:

Work Environment/Hours Worked:

A principal is required to work in a school setting with a climate-controlled environment subject to School Board energy policy guidelines and in outside areas subject to climate extremes. The length of the work-day varies from the length of the school day to extended days as the result of evening activities or emergencies. In addition, job responsibilities may require work on weekends or holidays and attendance at meetings other than the location of the school site.

Communication Skills:

A principal must be able to communicate effectively in both written and oral forms of standard English. He/she must be able to give and receive information accurately via a telecommunication system. He/she must be able to communicate effectively with students, parents, school personnel, and the public in both individual and group situations. He/she must be able to access data, to summarize information accurately, and to provide written reports to his/her supervisor.

Equipment Used:

A principal may be required to use a telephone, computer, keyboard, facsimile machine, calculator, copy machine, printer, intercom, public address system, security alarm system, and other appropriate office machines.

Physical Involvement:

A principal may be required to perform the following physical activities: sitting, standing, walking, and running; observing and monitoring students in all facets of the school environment; reaching, bending, and lifting 50 lbs.; physical restraint of another person or persons; ability to provide personal transportation to school(s), work locations, and meeting sites; and mobility skills necessary to access a variety of work sites.

Mental Involvement:

A principal must be able to understand and interpret written and verbal instructions from his/her supervisor. He/she must be cognizant of policy and procedures of the East Baton Rouge Parish School Board related to his/her position and the implementation of said policies and procedures.

Human Relations Involvement:

A principal must be able to work in a group setting and serve as a resource to administrators, faculty, staff, students, parents, and community. He/she must be able to respond appropriately to supervision and to accept commendations and recommendations. He/she must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds.

Qualifications:

A principal shall meet state minimum certification requirements for a principal as outlined in the State Department of Education's Bulletin 746 and local school system requirements as they exist at the time of appointment to this position.