

TITLE: School Assistant Principal

QUALIFICATIONS:

1. At least a valid Type B Louisiana Teaching Certificate and other requirements as put forth in Louisiana Standards for State Certification of School Personnel (Bulletin 746).
2. At least (3) years of successful teaching experience during the five (5) year period immediately preceding appointment to School Administrator.

REPORTS TO: Principal

SUPERVISES: All School Personnel at School Site

PERFORMANCE RESPONSIBILITIES:

1. Engages the school community in developing and maintaining a student-centered vision for education which forms the basis for school goals and guides the preparation of students as effective, lifelong learners in a pluralistic society.
2. Uses a knowledge of teaching and learning in working collaboratively with faculty and staff to implement effective and innovative teaching practices which engage students in meaningful challenging learning experiences.
3. Works with the school community to review data from multiple sources to establish challenging standards, monitor progress, and foster the continuous growth of all students.
4. Honor and showcase the accomplishments of both teachers and students to excel.
5. Uses understanding of the culture of the community to create and sustain mutually supportive school-community relations.
6. Communicates effectively and gains support for goals within the school and community.
7. Demonstrates honesty, integrity, and fairness to guide school programs in an ethical manner.
8. Identifies areas for instructional program development through the collection and interpretation of student and school data.
9. Works collaboratively with the school faculty and staff to plan and implement professional development activities that promote both individual and organizational growth and lead to improved teaching and learning.
10. Recruits, interviews, selects, and assigns appropriate personnel for the effective delivery of the school program.
11. Serves on parish wide committees.
12. Utilizes clear and meaningful oral and written expression.
13. Facilitates group processes and effectively manages conflict.
14. Encourages the volunteer participation of parents and the community and uses this resource to enhance the quality of education in the schools.
15. Plans and prepares an appropriate budget and manages funds effectively.

16. Seeks and allocates appropriate resources (materials, money, time) to support the school program.
17. Implements school programs within the confines of the district's goals and policies.
18. Schedules curricular and co-curricular activities efficiently and effectively.
19. Identifies rules, guidelines, and procedures for total school operation and accepts responsibility for student, teacher, and staff compliance.
20. Collaboratively develops effective discipline and attendance policies.
21. Maintains a visible presence in the school, in classroom, and on school campus on a scheduled basis.
22. Protects instructional time when scheduling events and communication efforts.
23. Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe and orderly learning environment.
24. Performs other appropriate duties assigned by the superintendent or designee.
25. Completes Individual Growth Plan and self-evaluation.
26. Reports job-related injuries within 48 hours of work accident to the immediate supervisor
27. Adheres to the Tangipahoa Parish School Board's Sexual Harassment Policy.

TERMS OF EMPLOYMENT: 9 months or 9 ¾ months

EVALUATION: Criteria as Established by School Board Policy

REVIEWED AND AGREED TO: _____ **DATE:** _____
Employee

APPROVED: _____ **DATE:** _____
Evaluator