

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Assistant Principal*

**QUALIFICATIONS:** A valid Type A, Type B, or Level 3 Louisiana Teaching Certificate with a Master's degree or higher or completion of a Practitioner/Residency Leader Program. Certificate must show endorsement as Principal, Provisional Principal, Elementary Principal, or Educational Leader. Must have three (3) years of successful teaching and/or administrative experience during the five (5) year period preceding appointment; such alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Principal

**SUPERVISES:** Staff/students as assigned

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the board's policy in reference to the evaluation of personnel pursuant to *BESE Bulletin 130*

**SALARY:** 10 - Month Certified Salary Schedule

**TERMS OF EMPLOYMENT:** 10 - Month

**JOB GOAL:** To support the School Principal in providing leadership and management of assigned school to ensure a safe, supportive, and enriching learning environment for all students and staff. Assist in overseeing daily operations, implementing educational policies, supporting academic excellence, and fostering a positive school culture conducive to student success.

### PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in school administration positions as assigned by the School Principal.
2. Assist the School Principal in overseeing daily operations and managing the overall functioning of the school, including but not limited to scheduling, facilities management, and resource allocation, effectively as measured by the leader evaluation system in accordance with federal and state regulations and the district's Personnel Evaluation Plan.
3. Assume responsibility for growth in student learning in the assigned area of responsibilities.
  - a. Ensure that student growth is continuous and appropriate for all students.
  - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities.
4. Collaborate with the School Principal and other administrators to review, draft, examine, recommend, and implement school policies, procedures, and programs.

- a. Ensure compliance with district policies, regulations, and legal requirements.
  - b. Support budget and resource management as assigned.
    - i. Assist in developing and managing the school budget, allocating resources effectively to support instructional and operational needs.
    - ii. Monitor expenditures, review financial reports, and make recommendations for budget adjustments as needed.
    - iii. Coordinate the procurement of supplies, equipment, and instructional materials in collaboration with district procurement guidelines.
  - c. Coordinate standardized testing and assessment schedules, ensuring compliance with state and district regulations as assigned.
  - d. Assist with the development of the master schedule as requested by the School Principal.
  - e. Assist in the development of the staff and student handbooks.
5. Support the School Principal in recruiting, hiring, managing, and retaining qualified staff.
- a. Mentor and support new staff members, providing guidance and resources for professional growth.
  - b. Supervise and evaluate assigned staff, meeting required deadlines.
  - c. Participate in the preparation of necessary disciplinary documents and corresponding disciplinary processes for staff.
  - d. Assist in the assignment of substitute teachers.
6. Serve as an instructional leader, maintaining an instructional focus through effective student behavior management practices.
- a. Observe classroom instruction, provide feedback to teachers on student behavior management, and facilitate professional development opportunities to improve teaching practices.
  - b. Collaborate with the school administration team to implement a schoolwide schedule and routines that maximize instructional time and facilitate effective student behavior management practices.
  - c. Plan and prioritize schedules in order to engage in leadership activities focused on supporting teaching and learning through effective student behavior management.
  - d. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
  - e. Serve on special committees (e.g., 504, SBLC, Pupil Progression, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
  - f. Analyze student behavior data, attendance records, and other metrics to assess school performance and identify areas for improvement.
7. with counselors and support staff as necessary.
- a. Ensure a safe and secure learning environment by implementing and practicing emergency preparedness protocols.
    - i. Assist in the development and implementation of the crisis management plan.
    - ii. Assist in responding promptly to crises, incidents, and emergencies affecting the school. Collaborate with the school administration team and staff to establish and maintain a safe and positive campus atmosphere for students, staff members, families, and community stakeholders.
      - a. Coordinate with district and school administration on the implementation of student support services.
      - b. Coordinate and oversee student services such as counseling, special

- education, health services, and extracurricular activities as assigned.
  - c. Support initiatives to promote student health and well-being, including mental health awareness programs, bullying prevention, and support groups.
  - iii. Assist in addressing the academic, social, and emotional needs of students, collaborating with the community.
  - iv. Collaborate with district officials, law enforcement, and community agencies to address safety concerns and implement appropriate interventions as directed.
  - v. Schedule, conduct, and report on safety drills and emergency preparedness training (including crisis management plan) for students and staff in accordance with district policy.
  - vi. Respond to safety concerns or incidents within the school community and implement appropriate safety measures.
  - b. Facilitate effective student discipline.
    - i. Implement campus wide discipline system/plan to promote a positive learning environment for all students that clearly follows the Grant Parish discipline guidelines.
    - ii. Address student misconduct in a consistent, positive, and fair manner.
    - iii. Incorporate problem-solving skills to manage student behavioral challenges.
    - iv. Support teachers in resolving discipline concerns proactively.
    - v. Investigate incidents of student misconduct, address behavioral issues, and administer disciplinary actions when necessary, adhering to district policies for documentation and timely communication with district administration, law enforcement, parents, and outside agencies as needed.
    - vi. Participate in the preparation of necessary disciplinary documents and corresponding disciplinary processes for students, meeting required deadlines.
    - vii. Attend student discipline meetings and hearing as required.
    - viii. Coordinate student assignment and staffing for detention, in-school suspension, credit recovery, etc.
    - ix. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
    - x. Assist staff members in the orderly, expedient and safe transition of students from one location to another.
    - xi. Work with teachers, counselors, and parents to develop behavior plans for students as needed.
  - c. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
8. Foster positive relationships with parents, guardians, and community members through effective communication and engagement strategies.
- a. Organize and attend parent meetings, school events, and community outreach activities.
  - b. Address parent concerns and provide information about school programs, policies, and student progress as directed by the School Principal.
  - c. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding school expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.

9. Perform various administrative duties in service of effective school operation, including but not limited to the following:
  - a. Analyze and report student attendance or truancy data;
  - b. Assign keys, classrooms, lockers, equipment to staff;
  - c. Oversee parent/family communications (e.g., newsletters, social media accounts, JCampus);
  - d. Monitor staff job duties, following up where necessary to ensure timely completion of required duties;
  - e. Report student and staff accidents in coordination with school administration and responsible staff;
  - f. Manage physical inventory for assigned location or staff;
  - g. Fulfill all duties required of the school as a member of the LHSAA or other athletic or professional associations.
  - h. Attend after-school events as scheduled, including but not limited to in-person faculty meetings, parent/family night events, parent-teacher conferences and after-school athletic and special events duty as assigned.
  - i. Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
  - j. Maintain an orderly physical office environment using an organizational system that is designed to support all students, with supplies, equipment, and resources accessible.
  - k. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to student attendance, physical inventory management, school duty and event schedules, student assessment and discipline data, staff discipline records.

#### **PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.

- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date