

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Supervisor of Secondary Education*

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 to principalship. Administrative experience is preferred.

REPORTS TO: Superintendent or designee

SUPERVISES: Instructional and support staff at assigned school

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: 12 - Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 12 - Month

JOB GOAL: To provide leadership and management of the assigned school to ensure a safe, supportive, and enriching learning environment for all students and staff. Oversee daily operations, implement educational policies, promote academic excellence, and foster a positive school culture conducive to student success.

PERFORMANCE RESPONSIBILITIES:

- Fulfill all duties traditionally expected of those in School Principal positions.
- Assume responsibility for growth in student learning in the assigned area of responsibilities.
 - ❖ Ensure that student growth is continuous and appropriate for all students.
 - ❖ Develop and meet two yearly goals which positively affect student achievement through job responsibilities.
- Review, draft, examine, recommend, and implement school policies, procedures, and programs.
 - ❖ Ensure compliance with district policies, regulations, and legal requirements.
 - ❖ Assist with budget and resource management.
 - ❖ Support the development and management of the school budget, concentrating on allocating resources effectively to support instructional and operational needs.

- Coordinate with administration in reference to standardized testing and assessment schedules, ensuring compliance with state and district regulations as assigned.

- Assist with the development of the master schedule.
- Assist with the development of staff and student handbooks.
- Assist administration to recruit, hire, supervise, and retain qualified instructional and support staff subject to Superintendent approval.
 - ❖ Mentor and support new teachers and staff members, providing guidance and resources for professional growth.
 - ❖ Observe teachers and staff as needed by the administration.
 - ❖ Manage leave and time records for assigned staff.
- Serve as an instructional leader, maintaining an instructional focus.
 - ❖ Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
 - ❖ Observe classroom instruction, provide feedback to teachers, and facilitate professional development opportunities to improve teaching practices.
 - ❖ Support a schoolwide schedule and routines that maximize instructional time.
 - ❖ Plan and prioritize schedules in order to engage in instructional leadership activities focused on teaching and learning.
 - ❖ Participate in staff special committee assignments as needed.
 - ❖ Analyze student achievement data, attendance records, and other metrics to assess school performance and identify areas for improvement.
- Establish and maintain a safe and positive campus atmosphere for students, staff members, families, and community stakeholders.
 - ❖ Maintain a regular and public physical presence on campus and at school events, e.g., graduation, back-to-school events, open house nights, athletic events..
 - ❖ Coordinate with district and school administration on the implementation of student support services.
 - ★ Support initiatives to promote student health and well-being, including mental health awareness programs, bullying prevention, and support groups.
 - ★ Assist in addressing the academic, social, and emotional needs of students, collaborating with counselors and support staff as necessary.
 - ❖ Ensure a safe and secure learning environment by assisting in emergency preparedness protocols.
 - ★ Knowledge of the crisis management plan.
 - ★ Respond promptly to crises, incidents, and emergencies affecting the school community.
 - ★ Collaborate with district officials, law enforcement, and community agencies to address safety concerns and implement appropriate interventions as directed.
 - ★ Respond to safety concerns or incidents within the school community.
 - ❖ Facilitate effective student discipline.

- ★ Implement campus wide discipline system/plan to promote a positive learning environment for all students that clearly follows the Grant Parish discipline guidelines.
 - ★ Support that student misconduct is addressed in a consistent, positive, and fair manner.
 - ★ Incorporate problem-solving skills to manage student behavioral challenges.
 - ★ Support teachers in resolving discipline concerns proactively.
 - ★ 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.
 - ★ Attend student discipline meetings and hearings as required.
 - ★ Ensure the collaboration of teachers, counselors, and parents in developing behavior plans for students as needed.
- ❖ Support administration in taking all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
- Foster positive relationships with parents, guardians, and community members through effective communication and engagement strategies.
 - ❖ Attend parent meetings, school events, and community outreach activities.
 - ❖ Address parent concerns and provide information about school programs, policies, and student progress.
 - ❖ 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.
- Perform various administrative duties in service of effective school operation, including but not limited to the following:
 - ❖ Ensure the analysis and reporting of student attendance or truancy data.
 - ❖ Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
 - ❖ Maintain an orderly physical office environment using an organizational system that is designed to support all students, with supplies, equipment, and resources accessible.
 - ❖ Attend district meetings, school board meetings and committee meetings.
 - ❖ Represent the school at all functions and/or meetings at which a school representative is needed.

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

Effective 07/01/2024