

JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL (FLSA EXEMPT)

Domains and Components will be used for assistant principal evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the Richland Parish Public School System’s accountability measures as outlined in the Louisiana Accountability System.

OVERVIEW OF THE POSITION: To ensure planning, organization, and implementation of all educational and supportive activities of the school.

Ethics and Integrity Competency – Educational leaders ensure the success of all students by complying with legal requirements and by acting with integrity, fairness, and in an ethical manner at all levels and in all situations.

- Ethics and Integrity Standard 1: Demonstrates compliance with all legal and ethical requirements.
- Ethics and Integrity Standard 2: Publicly articulates a personal philosophy
- Ethics and Integrity Standard 3: Creates a culture of trust by interacting in an honest and respectful manner with all stakeholders.
- Ethics and Integrity Standard 4: Models respect for diversity.

Instructional Leadership Competency – Educational leaders collaborate with stakeholders and continuously improve teaching and learning practices to ensure achievement and success for all.

- Instructional Leadership Standard 1: Establishes goals and expectations.
- Instructional Leadership Standard 2: Plans, coordinates, and evaluates teaching and the curriculum.
- Instructional Leadership Standard 3: Promotes and participates in teacher learning and development.
- Instructional Leadership Standard 4: Creates a school environment that develops and nurtures teacher collaboration.

Strategic Thinking Competency – Education leaders ensure the achievement of all students by guiding all stakeholders in the development and implementation of a shared vision, a strong organizational mission, school-wide goals, and research-based strategies that are focused on high expectations of learning and supported by an analysis of data.

- Strategic Thinking Standard 1: Engages stakeholders in determining and implementing a shared vision, mission, and goals that are focused on improved student learning and are specific, measureable, achievable, relevant, and timely.
- Strategic Thinking Standard 2: Formulates and implements a school improvement plan to increase student achievement that is aligned with the school’s vision, mission and goals; is based upon data; and incorporates research-based strategies and action and monitoring steps.
- Strategic Thinking Standard 3: Monitors the impact of the school-wide strategies on student learning by analyzing data from student results and adult implementation indicators.

Resource Management Competency – The leader aligns resources and human capital to maximize student learning to achieve state, district, and school-wide goals.

- Resource Management Standard 1: Manages time, procedures, and policies to maximize instructional time as well as time for professional development opportunities that are aligned with the school’s goals.
- Resource Management Standard 2: Allocates financial resources to ensure successful teaching and learning.
- Resource Management Standard 3: Creates a safe, healthy environment to ensure effective teaching and learning.

Educational Advocacy Competency – Educational leaders ensure the success of all students by staying informed about research in education and by influencing interrelated systems and policies that support students’ and teachers’ needs.

- Educational Advocacy Standard 1: Provides opportunities for multiple stakeholder perspectives to be voiced for the purpose of strengthening school programs and services.
- Educational Advocacy Standard 2: Stays informed about research findings, emerging trends, and initiatives in education in order to improve leadership practices.
- Educational Advocacy Standard 3: Acts to influence national, state, and district and school policies, practices, and decisions that impact student learning.

Additional Competency

- Perform other duties as assigned by immediate supervisor and Superintendent of Schools.
- Must comply with Act 1 of 2012 and all other applicable BESE personnel guidelines.

Minimum Qualifications: United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746. (Louisiana Standards of State Certification of School Personnel) Physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: As contract states

Reports to: Principal

Supervises: All school personnel at school site

Salary Range: See adopted Richland Parish Salary Schedule

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the teacher competencies and standards and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee’s Employee Identification Number: _____ **Date:** _____

Signature of Evaluator _____
Revised: October 2018