

**Richland Parish School Board
Job Description**

TITLE: Assistant Principal Intern

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: A valid Type A, Type B, or Level 3 Louisiana Teaching Certificate and enrolled in a Master's degree or higher or Practitioner/Residency Leader Program. 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: School Principal

SUPERVISES: Teachers and classified staff at assigned school site

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.

TERMS OF EMPLOYMENT: 10 Month

EVALUATION: Leader Evaluation annually pursuant to BESE *Bulletin 130*

COMPENSATION: Adopted RPSB Certified Salary Schedule

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. Analyze data sources and utilize feedback to make decisions for allocating resources in order to meet the needs and goals of the school, including

- overseeing the Title I budget.
 - iii. Monitor expenditures, review financial reports, and make recommendations for budget adjustments as needed.
 - iv. 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. Train teachers and staff in state and district regulations and validate compliance.
 - e. Assist with the development of the master schedule as requested by the School Principal.
 - f. Assist in the development of the staff and student handbooks.
- 5. Support the School Principal in recruiting, hiring, managing, and retaining qualified instructional and support staff.
 - a. Mentor and support new teachers and staff members, providing guidance and resources for professional growth.
 - b. Supervise and evaluate assigned teachers and staff, meeting required deadlines.
 - c. Participate in the preparation of necessary disciplinary documents and corresponding disciplinary processes for staff.
 - d. Manage leave and time records for assigned staff.
 - e. Assist in the assignment of substitute teachers.
- 6. Serve as an instructional leader, maintaining an instructional focus.
 - a. Support the implementation of curriculum standards, instructional strategies, and assessment practices aligned with district and state guidelines.
 - b. Observe classroom instruction, provide feedback to teachers, and facilitate professional development opportunities to improve teaching practices.
 - c. Collaborate with the school administration team to implement a schoolwide schedule and routines that maximize instructional time.
 - d. Plan and prioritize schedules in order to engage in instructional leadership activities focused on teaching and learning.
 - e. 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 including but not limited to the school Instructional Leadership Team (ILT).
 - f. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
 - g. Analyze student achievement data, attendance records, and other metrics to assess school performance and identify areas for improvement.
- 7. Facilitate effective student discipline.
 - a. Implement campus wide discipline system/plan to promote a positive learning environment for all students that clearly follows the Richland Parish discipline guidelines.
 - b. Address student misconduct in a consistent, positive, and fair manner.
 - c. Incorporate problem-solving skills to manage student behavioral challenges.
 - d. Support teachers in resolving discipline concerns proactively.
 - e. 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.
 - f. Participate in the preparation of necessary disciplinary documents and corresponding disciplinary processes for students, meeting required deadlines.
 - g. Attend student discipline meetings and hearing as required.
 - h. Coordinate student assignment and staffing for detention, in-school suspension, credit recovery, etc.
 - i. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
 - j. Assist staff members in the orderly, expedient and safe transition of students from one location to another.
 - k. Work with teachers, counselors, and parents to develop behavior plans for students as needed.
8. 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.
 - i. Coordinate and oversee student services such as counseling, special education, health services, and extracurricular activities as assigned.
 - ii. 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 counselors and support staff as necessary.
 - b. 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 community.
 - iii. Collaborate with district officials, law enforcement, and community agencies to address safety concerns and implement appropriate interventions as directed.
 - iv. Schedule, conduct, and report on safety drills and emergency preparedness training (including crisis management plan) for students and staff in accordance with district policy.
 - v. Respond to safety concerns or incidents within the school community and implement appropriate safety measures.
 - c. Take 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.
 - d. Organize and attend parent meetings, school events, and community outreach activities, e.g., Adopt-a-School.
 - e. Address and document parent concerns and provide information about school programs, policies, and student progress as directed by the School Principal.
 - f. Exert every effort to provide and document 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 and complete all required documentation, communication, and actions as required by attendance supervisor/policy;
 - b. Assign keys, classrooms, lockers, equipment to staff;
 - c. Oversee parent/family communications (e.g., newsletters, social media accounts, Remind);
 - d. Monitor teachers' planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
 - 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 once per month, parent/family night events no more than six times per school year, 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 staff and student attendance, physical inventory management, school duty and event schedules, student assessment and discipline data, staff discipline records.
10. Perform various administrative duties in service related to carrying out school-level state testing requirements, including but not limited to the following:
- a. Receive and implement testing instructions, guidance, policy, and updates from the District Testing Coordinator.
 - b. Obtain in depth knowledge and understanding of all state and district testing manuals, procedures, policies, and updates.
 - c. Satisfactorily complete district required assessments
 - d. Report, to the District Test Coordinator, compliance of testing procedures, results, incidents, irregularities, concerns, and communications in accordance with state and district policy.
 - e. Assist in all aspects of state testing.
 - f. Attend and actively participate in all mandatory training provided by the District Testing Coordinator related to state testing, and routinely uses that information to train all relevant campus staff.
 - g. Follow all state and local testing procedures and meet all district mandated deadlines.
 - h. Accurately track student enrollment and obtain test eligibility to include: test history, course completion and origin of credits awarded.
 - i. Submit all required information pertaining to state and local processes and procedures, to include but not limited to, corrective action plan items, database updates, research data.
 - j. Report participation counts of eligible first-time testers and re-testers prior to each administration.
 - k. Receive and ensure all test material is properly inventoried, secured and stored with limited authorized access.

- l. Identify and accurately order additional test materials.
- m. Schedule and coordinate all campus logistics to include: supplies, room assignments, test administrators, campus monitors, technology, testing groups, material controls, and communicates to eligible testers/parents/guardians of the test dates, times, and locations.
- n. Prepare all test materials for all eligible testers, including accommodations for special populations.
- o. Implement campus student round up plan, for students who have not reported to their assigned testing room, as developed in conjunction with campus administration.
- p. Coordinate with the secretary the collection and validation of student attendance on test days.
- q. Implement campus makeup testing plan as developed in conjunction with campus administration.
- r. Inventory, secure and prepare testing materials, as instructed, for return.
- s. Receive and verify test results, provide labels of test results to the Registrar, and coordinate dissemination of results to parents/students in accordance with state and/or district deadlines.
- t. Work with campus Administrators, 504, and Special Education, Counselors, Registrar, Secretary, Cafeteria Manager, Head Custodian and Campus Security to gather accurate testing data, coordinate all aspects of state test administration, and provide an appropriate testing environment.
- u. Assist District Testing Coordinator with collection and preparation of all district testing materials for delivery and shipment.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.

14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific instructional 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.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
18. Set collaboratively with the principal and complete yearly good faith employment expectations to make yearly adequate progress towards full educational leadership certification for the state of Louisiana.

While the operation of the Richland 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 action or behavior 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: _____