

**Richland Parish School Board  
Job Description**

**TITLE:** Principal

**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 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

**SUPERVISES:** Instructional and support staff at assigned school

**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.

**TERMS OF EMPLOYMENT:** 12 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 Principal positions.
2. Oversee daily operations and manage 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. Review, draft, examine, recommend, and implement school policies, procedures, and programs.
  - a. Ensure compliance with district policies, regulations, and legal requirements.
  - b. Oversee budget and resource management.
    - i. Develop and manage 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. Ensure the procurement of supplies, equipment, and instructional materials in

- collaboration with district procurement guidelines.
  - c. Oversee the coordination of standardized testing and assessment schedules, ensuring compliance with state and district regulations as assigned.
  - d. Oversee the development of the master schedule.
  - e. Oversee the development of staff and student handbooks.
5. Recruit, hire, supervise, and retain qualified instructional and support staff subject to Superintendent approval.
- a. Mentor and support new teachers and staff members, providing guidance and resources for professional growth.
  - b. Supervise and evaluate all teachers and staff, meeting required deadlines.
  - c. Oversee the preparation of necessary disciplinary documents and corresponding disciplinary processes for staff.
  - d. Manage leave and time records for staff.
  - e. Support the assignment of substitute teachers.
6. Serve as an instructional leader, by creating and leading a school-level instructional leadership team to maintain an instructional focus by , including but no limited to the following:
- 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. 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. Enhance the instructional environment for students by coordinating activities which may include, but are not limited to, planning meetings, professional learning community meetings, grade-level meetings, staff development, and various committees.
  - f. Oversee staff special committee assignments and assignment completion
  - g. Analyze student achievement data, attendance records, and other metrics to assess school performance and identify areas for improvement.
7. Establish and maintain a safe and positive campus atmosphere for students, staff members, families, and community stakeholders.
- a. Maintain a regular and public physical presence on campus and at school events, e.g., graduation, back-to-school events, open house nights.
  - b. 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.
  - c. Ensure a safe and secure learning environment by implementing and practicing emergency preparedness protocols.
    - i. Develop and implement the crisis management plan.
    - ii. Respond 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.
  - d. Facilitate effective student discipline.
    - i. Implement campus wide discipline system/plan to promote a positive learning environment for all students that clearly follows the Richland 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. Prepare necessary disciplinary documents and corresponding disciplinary processes for students, meeting required deadlines.
    - vii. Attend student discipline meetings and hearing as required.
    - viii. Oversee the coordination of 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. Ensure the collaboration of teachers, counselors, and parents in developing behavior plans for students as needed.
  - e. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
  - f. Maintain the school campus in a clean and orderly condition through effective oversight of custodial and maintenance staff.
- 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, e.g., Adopt-a-School.
  - b. Address parent concerns and provide information about school programs, policies, and student progress.
  - 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. Ensure the analysis and reporting of student attendance or truancy data;
  - b. Assign keys, classrooms, lockers, equipment to staff;
  - c. Ensure effective 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 responsible staff;
- f. Assign and ensure the management of physical inventory;
- g. Fulfill all duties required of the school as a member of the LHSAA or other athletic or professional associations.
- h. Host and attend after-school events as scheduled, including but not limited to regular in-person faculty meetings, parent/family night events, and after-school athletic and special events.
- 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.
- l. Attend district meetings, school board meetings, committee meetings upon request.
- m. Represent the school at all functions and/or meetings at which a school representative is required.

**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 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. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
19. Provide staff development as needed or required.
20. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
21. Act as technical advisor and resource person to assist others in area(s) of responsibility.

*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: \_\_\_\_\_