

**Richland Parish School Board  
Job Description**

**TITLE:** Supervisor/Pupil Appraisal Coordinator

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

**QUALIFICATIONS:** Requirements set forth in Bulletin 746 of the Louisiana Board of Elementary and Secondary Education and all other qualifications as required by the Superintendent

**REPORTS TO:** Superintendent

**SUPERVISES:** Pupil appraisal personnel, school mental health counselors, and assigned clerical staff

**JOB GOAL:** To coordinate the pupil appraisal services and mental health programs

**TERMS OF EMPLOYMENT:** 12 Month

**EVALUATION:** Performance Evaluation, annually

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise and coordinate the pupil appraisal and mental health programs including 504, Act 1120 services, Student-Well Being/Social Emotional Learning/PBIS, counseling and mental health services to meet state and federal guidelines.
2. Monitor compliance of all timelines in the evaluation and re-evaluation process in accordance with Bulletin 1508 Guidelines and 504 Guidelines.
3. Explain and interpret the pupil appraisal assessment program to parents, teachers, principals and other members of the parish school system.
4. Evaluate, as a member of a multidisciplinary team and in accordance with the guidelines set forth in Bulletin 1508 and the regulations implementing Act 754 and federal guidelines, those pupils suspected of being in need of special educational services or 504 services.
5. Confer with parents, teachers, principal, special education supervisor, and other parish professional staff when necessary regarding matters relative to assessment, behavioral interventions, exceptional children, learning styles, classroom management, teaching strategies, recommended interventions/techniques, and other areas of expertise.
6. Function as evaluation coordinator for designated referred students at designated schools.
7. Assist with ensuring that accurate records are maintained on all students referred for evaluation and/or mental health services.
8. Keep abreast of new developments in the pupil appraisal/mental health area and keep other pupil appraisal personnel/mental health counselors and team members informed.
9. Assume responsibility for staffing with both the pupil appraisal team and the district mental health counselors.
10. Support, implement, assist with, and/or ensure application of district initiatives, and other programs/directives of the Superintendent and Board.

11. Implement, assist with, and/or ensure application of all components of the approved curriculum.
12. Use all available resources (staff, administrators, parents, materials, etc.) to devise and/or assist with academic and behavioral intervention plans for students failing to progress at an acceptable pace with their class and/or peer group.
13. Provides direct support to assigned school leader(s).
14. Serve as evaluator for assigned staff.
15. Function as the district coordinator for SBLC, Dyslexia, Pupil Progression Plan, PreK-4 student evaluations, and HiSet waiver determinations.
16. Perform all other duties as 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: \_\_\_\_\_