

**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:** Hold or be eligible for a Louisiana Teaching Certificate and enrolled in a Master's degree 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 as delegated by the School Principal

**JOB GOAL:** To support the School Principal in providing leadership and management of the assigned school while developing educational leadership capacity through guided practice, collaboration, and progressively assigned leadership responsibilities.

**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 school administration positions as assigned by the School Principal.
2. Assist the School Principal in supporting daily operations and the overall functioning of the school, including scheduling, facilities management, and resource allocation.
3. Support student learning growth in assigned areas of responsibility.
  - a. Monitor student growth and progress in collaboration with the School Principal.
  - b. Collaboratively develop and monitor yearly goals that positively affect student achievement.
4. Collaborate with the School Principal and school leadership team to review, recommend, and support implementation of school policies, procedures, and programs.
  - a. Support compliance with district policies, regulations, and legal requirements.
  - b. Assist with budget and resource management as assigned.
  - c. Assist with standardized testing schedules and compliance requirements.

- d. Support staff training in state and district procedures.
  - e. Assist with development of the master schedule.
  - f. Assist with development of staff and student handbooks.
5. Support the School Principal in recruiting, onboarding, mentoring, and retaining instructional and support staff.
  - a. Support mentoring of new teachers and staff.
  - b. Participate in observation and feedback processes for assigned staff.
  - c. Assist in preparation of staff documentation as assigned.
6. Serve as an emerging instructional leader while maintaining an instructional focus.
  - a. Support implementation of curriculum standards and instructional strategies.
  - b. Participate in classroom observations and coaching cycles.
  - c. Collaborate with the school administration team to maximize instructional time.
  - d. Participate in ILT, PLC, grade-level meetings, and professional development.
7. Support effective student discipline systems.
  - a. Assist in implementing schoolwide discipline systems aligned to district guidelines.
  - b. Support teachers in addressing discipline concerns proactively.
  - c. Participate in student discipline processes as assigned.
8. Collaborate with the school administration team to establish and maintain a safe and positive campus environment.
  - a. Support implementation of student support services.
  - b. Assist with crisis management planning and safety drills.
  - c. Foster positive relationships with families and community stakeholders.
9. Perform administrative duties in service of effective school operations as assigned.
  - a. Support attendance and truancy processes.
  - b. Support family communication systems.
  - c. Assist with record-keeping and documentation.
10. Support school-level state testing requirements.
  - a. Assist in implementation of testing procedures.
  - b. Participate in required testing training.
  - c. Support testing logistics, accommodations, and material security.

**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 within deadlines.
4. Maintain confidentiality and exercise good judgment.
5. Support district initiatives and directives of the Superintendent and Board.
6. Keep the School Principal informed of progress in assigned responsibilities.
7. Complete and submit all required forms, reports, documentation, and training by required dates.
8. Remain open to suggestions and innovative ideas; receive and apply feedback.

9. Demonstrate competence in areas of responsibility.
10. Set collaboratively with the Principal and complete yearly good faith employment expectations to make adequate progress toward full educational leadership certification.
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.

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