Job Title: **Assistant Principal**

Reports To: Immediate Supervisor

Prepared By: The Office of Human Resources

Board Approved Date:

Pay Grade Range: AP301-AP103

Summary: The Assistant Principal is responsible for assisting the School Principal in the effective management of programs, personnel, materials, and facilities in order to develop an optimum learning climate for the unique needs of a particular school site. He or she shall assist the School Principal in directing the operation of the school in accordance with policies established by the Board of Elementary and Secondary Education, the Louisiana Department of Education, and the East Baton Rouge Parish School Board. He or she has the responsibility of assisting the School Principal in providing an educational program which is responsive to student needs; while at the same time, addressing the goals and objectives of the EBRPSS and the school. The Assistant Principal shall assist the School Principal in the planning, implementing, monitoring, and evaluating functions of the overall management and leadership of the school.

Essential Duties and Responsibilities:

- Participate in development and evaluation of educational programs.
- Ensure implementation of state and district curricula and assessments aligned with state standards, including college and career readiness standards.
- Monitor and ensure high-quality instructional practices among teachers and staff that improve student performance.
- Monitor multiple forms of student data to develop instructional and intervention decisions to maximize student achievement.
- Ensure that effective instruction maximizes growth of individual students and student groups, supports equity, and eliminates the achievement gap.
- Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective actions.
- Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) do not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management – ADavis6@ebrschools.org, (225) 929-8705. The Section 504 Coordinator is Danielle Staten-Ojo – DStaten@ebrschools.org, (225) 326-5668.

- Promote the use of technology in the teaching/learning process.
- Promote and support implementation of district initiatives on respective campuses.
- Provide clear expectations of staff performance and conduct rigorous evaluations of all staff using multiple data sources. Serve as appraiser for Texas Evaluation and Support System appraisal process.
- Assist principal in interviewing, selecting, and orienting new staff.
- Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
- Observe employee performance, record observations, and conduct evaluation conferences with staff.
- Confer with subordinates regarding their professional growth. Work with them to develop and accomplish improvement goals.
- Promote a positive, caring climate for learning.
- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
- Establish, reinforce, and monitor clear expectations for adult, staff, and student conduct, including social and emotional support. Recognize excellence and achievement.
- Create a safe school environment that ensures the social, emotional, and physical well-being of staff and students. Ensure the effective and quick resolution of conflicts.
- Communicate effectively with students and staff.
- Participate in development of campus improvement plans with staff, parents, and community members.
- Help principals develop, maintain, and use information systems to maintain and record progress on campus performance objectives and academic performance indicators.
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Supervise reporting and monitoring of student attendance and work with the attendance clerk on follow-up investigations.
- Work with department heads and faculty to compile annual budget requests based on documented program needs.
- Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
- Assist with safety inspections and safety-drill practice activities.

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- Coordinate transportation, custodial, cafeteria, and other support services.
- Comply with federal and state laws, State Board of Education rule, and board policy.
- Assist with completion of federal, state, or local reports as assigned.
- Perform all other duties as assigned.
- Ensure that students are adequately supervised during non-instructional periods.
- Help to develop a student discipline management system that results in positive student behavior. (Examples: PBIS and Restorative Practices principles)
- Apply a variety of student discipline techniques to meet the behavioral and academic needs of individual students.
- Work with faculty and students to develop a student discipline management system driven by the principles of PBIS that results in positive student behavior and enhances the school climate.
- Utilize the campus PBIS Committee to effectively monitor student discipline data and adjust discipline management practices accordingly.
- Employ academic and behavioral RtI processes effectively.
- Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
- Conduct conferences on student and school issues with parents, students, and teachers.
- Participate in professional development to improve skills related to job assignment.
- Participate in campus-based professional development as assigned.
- Articulate the school's mission to the community and solicit its support in realizing its mission.
- Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- Use appropriate and effective techniques to encourage community and parent involvement.
- Share supervisory responsibility for supervising and evaluating the performance of professional staff, custodians, paraprofessionals, clerical personnel and others as assigned.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

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Education and Experience:

Five (5) years experience as a classroom teacher preferred. Previous experience in instructional leadership. Master's Degree or higher preferred accompanied by at least five (5) years of successful teaching experience. Must be EDL Endorsement and holder of a valid Teaching Certificate.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

Verifient Link

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.

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