

ST. MARY PARISH PUBLIC SCHOOLS
ASSISTANT PRINCIPAL JOB DESCRIPTION

POSITION: Assistant Principal

REPORTS TO: Principal and Assistant Superintendent

SUPERVISES: Homebased School Counselors, Teachers, Paraprofessionals, School Secretaries, Cafeteria Staff, and Custodians.

TERMS OF EMPLOYMENT: 10-Months

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 111/2420

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Valid Louisiana Teaching Certificate with three years of successful teaching experience during the five-year period preceding appointment to the assistant principalship. Certified in Principal and Parish/City Supervisor of Instruction OR Educational Leader OR hold the endorsement of Educational Leader Eligibility.

METHOD OF EVALUATION: Leader Evaluation annually pursuant to BESE Bulletin 130

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. Monitor expenditures, review financial reports, and make recommendations for budget adjustments as needed.
 - iii. 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. Assist with the development of the master schedule as requested by the School Principal.
 - e. 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.
 - 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. 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.

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- 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. Facilitate effective student discipline.
 - i. Implement campus wide discipline system/plan to promote a positive learning environment for all students that clearly follows the St. Mary 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. Participate in the preparation of necessary disciplinary documents and corresponding disciplinary processes for students, meeting required deadlines.
 - vii. Attend student discipline meetings and hearing as required.
 - viii. Coordinate 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. Work with teachers, counselors, and parents to develop behavior plans for students as needed.
 - d. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
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 as directed by the School Principal.
 - 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. Analyze and report student attendance or truancy data;
 - b. Assign keys, classrooms, lockers, equipment to staff;
 - c. Oversee parent/family communications (e.g., newsletters, social media accounts, Remind);
 - d. Submit maintenance work orders and requests.
 - e. Monitor teachers' planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
 - f. Report student and staff accidents in coordination with school administration and responsible staff;
 - g. Manage physical inventory for assigned location or staff;
 - h. Fulfill all duties required of the school as a member of the LHSAA or other athletic or professional associations.
 - i. 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.
 - j. Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
 - k. Maintain an orderly physical office environment using an organizational system that is designed to support all students, with supplies, equipment, and resources accessible.
 - l. 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. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
11. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.

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ADDITIONAL RESPONSIBILITIES

IV. PROFESSIONALISM: The assistant principal is required to maintain a high standard of professionalism.

- Collects, maintains, and submits required data (as deemed by principal) through accurate, legible, and current record-keeping.
- Analyzes student data to affect instruction and learning.
- Protects instructional time throughout the school day and when scheduling activities and events.
- Accepts and uses constructive feedback to improve performance.
- Completes assigned tasks, reports, and documents accurately according to specified timelines and expectations.
- Delegates responsibilities and assigns duties in a fair and impartial manner.
- Assists in the maintenance of safe, clean and orderly facilities.
- Maintains school discipline, referring serious cases to Supervisor of Child Welfare and Attendance.
- Reports to work on time following district attendance policy and submits to additional hours when deemed necessary.
- Maintains confidentiality and demonstrates positivity in words and actions as a representative of the school and district.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- Demonstrate competence in areas of responsibility.
- Exert every effort to constructively involve stakeholders in all professional settings.
- 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.
- Adheres to federal, state, district, and school policies, procedures, guidelines, and regulations.
- Adheres to ethical, legal and professional standards.
- Follows directives as assigned by Principal, Superintendent, Assistant Superintendent and Central Office personnel.

QUALIFICATIONS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the employee will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE _____ DATE _____