

LAFOURCHE PARISH SCHOOL BOARD

Title:	<u>Assistant Principal/Administrative Assistant</u>
Qualifications:	<u>Type A / Level 3 certificate</u>
	<u>Master's degree, 12 hours of professional education,</u>
	<u>Three years of teaching and/or administrative experience within the</u>
	<u>last five</u>
	<u>Additional criteria as the board may require</u>
	<u>Minimum requirements as stated in SDE Bulletin 746 (as revised)</u>
	<u>Qualifications should not be established for the individual, but rather</u>
	<u>for the position.</u>
Reports To:	<u>Principal</u>
Supervises:	<u>School personnel and students</u>
FLSA Status:	<u>Exempt</u>
Salary Range:	<u>See Lafourche Parish School Board Salary Schedule</u>

ESSENTIAL DUTIES AND RESPONSIBILITIES:**DOMAIN I: SCHOOL VISION****A. Sets ambitious data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision**

- Uses vision and analysis of multiple types of data to set goals; keeps the school-wide goals present for staff and various stakeholders by referencing them in all meetings and planning sessions.
- Actively engages stakeholders in the school's vision for achievement; shares specific ways families and stakeholders can support student learning; consistently addresses staff or stakeholders who contradict the vision by displaying low or negative expectations.
- Aligns resources: time, human and, when appropriate, fiscal to create and uphold systems that support the school's learning goals; develops systems to support schedules and calendars that maximize instructional time and ensures that staff have necessary materials, supplies, and equipment.

DOMAIN II: SCHOOL CULTURE

A. Facilitates collaboration between teams of teachers

Ensures regular routines for teacher collaboration are in place.

- Takes an active role in teacher collaboration meetings
- Teacher collaboration is focused on assessing Common Core-level student work (e.g., classroom assignments, assessment results, student engagement)
- Collaboration uses analysis of student work and results to identify specific teacher actions that, if changed, would most impact student achievement
- As a result of collaboration, identifies specific next steps for each teacher and follows up with frequent, actionable feedback to ensure improvement in teacher effectiveness

B. Provides opportunities for professional growth and develops a pipeline of teacher leaders

- Improves teacher effectiveness by providing professional opportunities for growth and on-going supports.
- Uses data gathered through observations and student assessments to determine what supports will best meet the needs of each individual teacher to improve overall teacher effectiveness.
- Develops a pipeline of teacher leaders to provide additional support to teachers in the school by identifying mid and high performing teachers and developing their leadership skills and creating opportunities for them to take on additional responsibilities.

C. Creates and upholds systems which result in a safe and orderly school environment

- Ensures learning environment is conducive to learning; implements systems to ensure physical and social-emotional safety is maintained for students and adults.
- Develops clear expectations for student and adult behaviors based on the school values and beliefs; identifies clear positive and negative consequences.
- Develops systems to ensure that every adult understands their role in implementing both positive and negative consequences and those consequences are consistently implemented.
- Supervises facilities and equipment management and maintenance and ensures that the physical environment is safe.

DOMAIN III: INSTRUCTION

A. Observes teachers and provides feedback on instruction regularly

Engages in continuous conversation with teachers about student results on the Common Core State Standards and the teacher actions that will advance student learning even further, or successfully manages through staff.

- Using the Compass Teacher Rubric, regularly observes instruction and gathers evidence of student achievement and teacher performance
- Uses evidence gathered through observations and walkthroughs to deliver specific, actionable feedback to teachers, identifying concrete improvements to be made, based on the rubric
- Follows up on feedback (e.g., by observing teacher again, collecting student outcomes data, and/or following up on next steps within a predetermined time) to determine if prioritized teacher actions and student outcomes are improving

B. Ensures teachers set clear, measurable objectives aligned to the Common Core

- Sets annual student learning targets and ensures teachers set daily objectives that will support academic growth of students and that align with school level goals.
- Ensures all teachers are using a curriculum scope and sequence and assessments that are Common Core aligned.
- Supports effective implementation of Common Core Standards by regularly assessing instructional practices and student outcomes.
- Ensures teachers modify and differentiate instructional practices to support the learning of all students based on student learning data.

C. Ensures teachers use assessments reflective of Common Core rigor

- Supports the selection of assessments and curricular materials aligned to the Common Core and analyzes student performance on assessments to identify student learning gaps to determine interventions and areas for instructional improvement

DOMAIN VI: PROFESSIONALISM

1. The assistant principal/adm. assistant grows and develops through professional development as assigned and voluntarily to improve leadership, teaching, and learning.

- Attends and constructively participates in meetings and professional development activities.
- Uses active listening skills.
- Accepts and recognizes the value of the contribution of others.

2. The assistant principal/adm. assistant shows professionalism in attitude and conduct

- Develops leadership and responsibility in colleagues and students.
- Demonstrates skills to receive and give constructive feedback.
- Identifies problems and issues and works collaboratively to contribute ideas and find solutions.

- Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- Uses verbal and non-verbal communication in a respectful manner.
- Writes and speaks clearly and concisely for understanding.
- Develops and maintains a safe and caring environment for faculty, staff, and students.
- Represents the schools and district in a positive manner.
- Adheres to Lafourche Parish School Board employee dress code.
- Treats all stakeholders in a respectful and helpful manner.
- Cooperates with district administration in the performance of additional duties.
- Cooperates with building and district staff in planning and evaluation.
- Completes tasks, reports, and documents accurately according to specified timelines and expectations.
- Minimizes bias in self and others and accepts responsibility for his/her own actions.
- Adheres to Board policies and procedures and administrative rules, guidelines, and regulations.
- Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- Adheres to ethical, legal and professional standards.
- Applies laws, policies, regulations, and procedures fairly, consistently, wisely, and compassionately.
- Follows directives as assigned by supervisor.
- Refrains from revealing confidential information.
- Uses proper administrative procedures for making requests and resolving conflicts.

*****Domain VI denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.***

METHOD OF EVALUATION

The combination of the applicable measure of growth in student learning and the qualitative assessment of performance competencies and standards shall result in a composite score used to distinguish levels of overall effectiveness.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, 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. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment described here is representative of which 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.*

While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Signature

Date

Name (**Please Print**)

Employee Number

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the Lafourche Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

J 9.0

Revised 6-12-80; 6-10-93; 6-6-95; 5-5-99; 4-12-2000; 6-6-2001; 6-4-2003; 6-3-2009; 8-1-12