

Assistant Principal

Responsibilities:

- Adheres to and enforces board policy, school guidelines, and administrative directives.
- Supports the overall school improvement process including teacher observation, modeling best practice, and analyzing student data.
- Supports the implementation of Response to Intervention and monitors its continued implementation.
- Enforces guidelines to maintain proper discipline and conduct.
- Assists in the development and administration of policies dealing with discipline, conduct, and attendance.
- Communicates relevant policies and procedures with regard to student discipline, conduct, and attendance to students, staff, and parents.
- Assists the Principal with student expulsions.
- Works with and assists faculty in the development of effective classroom discipline and organization.
- Maintains an effective and safe school environment.
- Prepares required reports and paperwork such as discipline reports, suspension reports, expulsion paperwork, discrimination complaints, parent communications, and other paperwork as assigned.
- Assists in the selection and mentoring of staff.
- Supervises support services as assigned.
- Works as a team member to meet the system-wide needs of the district.
- Assists in supervision of special events.
- Performs other duties as assigned by the Principal or District Administrator

Qualifications:

- Master's degree in an education
- Hold or eligible to hold appropriate Louisiana license.