

**TITLE: Principal**

**Domains and Components will be used for Principal evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the Iberia Parish Public School System's accountability measures as outlined in the Louisiana Accountability System (COMPASS).**

**OVERVIEW OF THE POSITION: To plan and implement a program which creates an environment where teachers have the ability to design and implement a course(s) of study that enable students to learn and develop optimally.**

**Domain I: School Vision**

**Component A: Sets ambitious, data-driven goals and a vision for achievement; invests teachers, students, and other stakeholders in that vision.**

- The principal creates an atmosphere for achievement of high academic expectations for all students; providing a clear picture of the school's future.
- The principal ensures that the school vision is lived in practice, encouraging behaviors that support the vision and addressing behaviors that undermine the vision; enlisting the support, ownership, and institutionalization of the vision from various perspectives and lenses.
- The principal places data driven school-level goals into the vision which describe how the vision will be attained; adjusting the goals as needed, using student learning outcomes, needs assessments, observations of teacher practices, and participation from stakeholders to ensure they are driving improvements in achievement.

**Domain II: School Culture**

**Component A: Facilitates collaboration between teams of teachers**

- The principal develops a school culture that allows effective teaching and learning to occur through the use of effective and frequent collaboration between teams of teachers.
- The principal reinforces the school culture, along with the teachers, students and stakeholders, and through practices and actions.
- The principal establishes a culture of learning, wherein teachers identify and teach core academic skills across the curriculum and implement shared instructional practices to improve student achievement; using work that is rigorous and aligned with the Compass rubric.

**Component B: Provides opportunities for professional growth and develops a pipeline of teacher leaders**

- The principal expects professional growth from all members of the teaching staff that is aligned with the vision of the school and the Compass rubric.
- The principal facilitates meaningful, targeted professional development opportunities aligned to teacher needs and designed to improve instructional practice.
- The principal cultivates a pipeline of teacher leaders and develops their leadership skills to provide additional support to teachers in the school and allows them to take on additional leadership opportunities.

**Component C: Creates and upholds systems that result in a safe and orderly school environment.**

- The principal ensures that the school building is clean and safe, all basic facilities are in working order and that the physical plant fosters major academic priorities and initiatives.
- The principal consistently implements and discusses across all classrooms, an age appropriate code of conduct with written values and beliefs, which is aligned with district and school priorities.
- The principal utilizes all support staff, including certificated and non-certificated employees, to strategically support the achievement of school goals.

**Domain III: Instruction**

**Component A: Observes teachers and provides feedback on instruction regularly.**

- The principal observes teachers to provide on-going actionable, clear and transparent feedback on instruction; these observations will become a part of both formative and summative assessments of teacher effectiveness.
- The principal ensures that all instruction is focused on the development and implementation of goals and objectives that are aligned with the Common Core Standards.

**Component B: Ensures teachers set clear, measurable objectives aligned to Common Core.**

- The principal guarantees that all instruction is grounded in and guided by the Common Core Standards.
- The principal implements a curricular scope and sequence that fosters rigorous instruction and activities that are designed to cognitively challenge students using the Common Core Standards.
- The principal supplies supporting curricular materials that allow them to implement the curriculum with fidelity.

**Component C: Ensures teachers use assessments reflective of Common Core rigor.**

- The principal facilitates and supports staff use of aggregate and disaggregated data to identify and prioritize students' needs in relation to the Common Core Standards.
- The principal will ensure that all assessments are Common Core aligned and will maintain teacher accountability for on-going analysis of student data to provide rigor, differentiation, rapid interventions and updated intervention assignments to reflect students' needs and progress.

**Professionalism Competency – Contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.**

- The principal engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The principal collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

**Professional Responsibilities:**

- Furnishes educational leadership for the purpose of improving instruction in the school.
- Is responsible for classroom observations and follow-up conferences.
- Is responsible for the organization of the school program to ensure the best instructional program for the students of his/her school.
- Interprets the policies of the Iberia Parish School Board accurately and sees to it that the policies, rules, and regulations are carried out in a professional manner.
- Maintains confidentiality regarding school and student information.
- Is responsible for promoting good public relations for the school in the community.
- Maintains a professional stance toward others (administrators, teachers, students, parents, staff).
- Is responsible for conducting professional faculty meetings for the improvement of the instructional program.
- Is responsible for all school activities carried on in the school building, on the school grounds, and all school-sponsored activities.
- Is responsible for proper supervision of all school-sponsored activities.
- Is responsible for maintaining discipline in the school buildings, on the school grounds, and at all school-sponsored events.
- Is responsible for the physical facilities of the school plant, sees that facilities are used properly, reports damages, and any maintenance needs.
- Is responsible for all school funds collected and the expenditure of these funds. Sends to the School Board at the end of each month financial statements of all school accounts following established School Board Policies as outlined in Section D.
- Is to be present and on duty at the beginning of the school day, throughout the school day, at the end of the day, and any additional time necessary for the discharge of his/her duties. Must report all absences to the Superintendent/Designee.
- Is responsible for submitting all required reports in a timely manner.
- Is responsible for reports and records kept by teachers.
- Is responsible for the orientation of new teachers assigned to his/her school to ensure maximum efficiency in the operation of his/her school.
- Is responsible for the creating harmonious relations among staff members and building morale.
- Is responsible for the proper and efficient requisitioning of supplies.
- Is responsible for keeping the appropriate authorities informed on all important matters relating to his/her school.
- Is responsible for adhering to and the monitoring of the Iberia Parish School Board's Internet Use Policy among staff members.
- Is responsible for recruiting teachers and making recommendations for hire to the Superintendent.
- Is responsible for observing and evaluating staff as outlined in Bulletin 130 and the Iberia Parish School Board's Regulations for the Evaluation and Assessment of School Personnel and the Iberia Parish's Personnel Accountability Plan.
- Is responsible for recommending for termination staff members who are deemed ineffective after the completion of the evaluation process.
- Follows the Iberia Parish School Board's Employee Dress Code and monitors the adherence of the code by faculty and staff.
- Develops a Professional Growth Plan in collaboration with the evaluation process.
- Performs any and all duties as assigned by the appropriate authority.
- All employees are subject to drug/alcohol testing in accordance with IPSB Policy GAME.

**Evaluation:** Performance in this position will be evaluated according to the guidelines established in Bulletin 130.

**Minimum Qualifications:** United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746. (Louisiana Standards of State Certification of School Personnel) Physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** As contract states

**Reports to:** Assistant Superintendents and Superintendent

**Supervises:** All school personnel at school site

**Salary Range:** Based on Iberia Parish School Board's indexes, experience, and highest degree

**Signature of Employee:** \_\_\_\_\_

Signature indicates that the principal has received the principal competencies and standards and evaluation instrument for the position.

**Printed Name of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Personnel/Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(August 2012)