# 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.