

Assistant Principal for Waskom High School

MAJOR RESPONSIBILITIES AND DUTIES:

1. Ensure that school rules are applied and that student discipline is appropriate and equitable in accordance with Student Code of Conduct and student handbook.
2. Assist in the planning and implementation of PLCs (Professional Learning Communities) designed to fulfill the professional growth needs as identified by the campus principal.
3. Attend and participate in Site Based Decision Committee meetings and implement Campus Improvement Plan.
4. Serve as instructional leader with Focused Walkthroughs and observations.
5. Develop and effectively maintain RTI (Response To Intervention) plans.
6. Attend and participate in Admission, Review, and Dismissal (ARD) meetings.
7. Assess and evaluate teachers through PDAS observations.
8. Assist with management of campus facilities.
9. Take a leadership role in planning activities and implementing programs.
10. Oversee campus operations in principal's absence.
11. Administrator on duty as assigned by Principal, Home and Away.
12. Supervise students and staff in those areas deemed appropriate by the Principal.