



# ST. JAMES PARISH SCHOOLS

*Inspiring Hope and Purpose*

## PRINCIPAL

St. James Parish Schools  
St. James High School

**Overview of Position:** To plan, organize, and implement an appropriate instructional program in a learning environment that guides and encourages students to develop their academic potential in their school building. The Principal is responsible for the overall growth of the total school population.

**Qualifications:** Master's Degree, Louisiana Teaching Certificate w/ Ed Leader or Principal endorsement.

**Reports To:** Chief of Schools and Student Support

1. Sets ambitious, data driven goals, and a vision for achievement; invest teachers, students, and other stakeholders in that vision.
2. Keeps school-wide goals present for staff and various stakeholders by referencing them in all meetings and planning sessions.
3. Shares specific ways families and stakeholders can support student learning.
4. Aligns resources: time, human, and when appropriate, fiscal, to create and uphold systems to support the school's learning goals.
5. Develops systems to support schedules and calendars that maximize instructional time.
6. Ensure that staff has necessary materials, supplies, and equipment.
7. Facilitates effective and frequent collaboration between teams of teachers to improve implementation of curriculum and reviewing student learning data for instructional effectiveness.
8. Improves teacher effectiveness by providing opportunities for professional growth and support.
9. Uses data gathered through observations and student assessments to determine what supports best meet needs of each individual teacher to improve overall teach effectiveness.
10. Creates and upholds systems which result in a safe and orderly school environment.
11. Develops clear expectations for student and adult behaviors based on school values and beliefs.
12. Supervises equipment management and maintenance and ensure the physical environment is safe.
13. Observes teachers and provides feedback on instruction regularly.
14. Ensures a system is in place to complete formal and informal observations.
15. Completes a rigorous evaluation process based on a review of teacher practice and multiple measures of student outcomes.
16. Ensures teachers set clear, measurable objectives aligned to the state standards.
17. Ensures all teachers are using a curriculum scope and sequence and assessments that are aligned with state standards.
18. Regularly assess instructional practices and student outcomes.
19. Supports the selection of assessments and curricular materials aligned to state standards.

**Salary:** According to Salary Schedule established by the Board; with \$3,000 sign-on stipend to be paid in fall 2024

**Length of Employment:** 12 Months (240 Days)

**Prospective Start Date:** June 1, 2024

Complete an online application using the URL on the Human Resources Department tab on the district website. Contact Kelly Morton Cook, Chief of Human Resources, with any questions – [kcook@sjpsb.org](mailto:kcook@sjpsb.org).