

ADMINISTRATIVE INTERN

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: Work with principal and staff to gain practical knowledge to support instructional programs at the school site. Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction. Assist the Principal with administrative duties involving student conduct, curriculum development, and school plant operations as assigned. To act as co-administrator with the school principal performing duties as assigned by the principal involving major portions of school operation and to assume administrative responsibility for the school in the absence of the principal.

ESSENTIAL JOB FUNCTIONS:

- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and design and delivery processes, and in the development of implementation strategies.
- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
- Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, school safety, and in the determination of alternative problem solutions.
- Reviews, inspects, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure an effective and efficient operational mode.
- Assists in the planning, organization, and development of a master program schedule and calendar.
- Designs student programs and develops individual student instructional schedules.
- Performs a variety of guidance related activities, including educational and social counseling and the conduct of standard and criterion referenced placement aptitude tests.
- Plans, organizes, and coordinates the school safety, campus supervision, activity, and control programs.
- Assists in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems, and a variety of other related activities.
- Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities.
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems, and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits, and evaluates instructional and non-instructional personnel performance and provides technical staff performance evaluation input.
- Assists in the planning, development, and organization of District and site advisory committees and groups
- Assists in development and implementation of staff motivational strategies.
- To do other related functions as directed.

EMPLOYMENT STANDARDS:

- Manage, lead, and direct the functions and activities of a school
- Ability to analyze and offer alternative problem solutions

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

KNOWLEDGE OF:

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Procedures, methods, techniques, and strategies pertaining to the administration of an elementary and/or middle school operation
- Curriculum, instruction, and pupil service trends, strategies, and techniques
- Student activity, behavior management, school safety, and campus supervision and control methods, procedures, and techniques
- Program and activity audit and evaluation strategies and procedures
- Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs

SKILL AND ABILITY TO:

- Effectively plan, organize, and coordinate the management functions and activities of an elementary and/or middle school operation
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions
- Meet district standards of professional conduct as outlined in Board Policy
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Operate a motor vehicle
- Establish and maintain effective organizational, public, and community relationships
- Supervise and evaluate the performance of assigned staff

WORKING CONDITIONS:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time.
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

EDUCATION AND EXPERIENCE:

- Possession of a valid California teaching credential
- Four (4) years teaching experience preferred
- M.A. Administrative Services Credential from an accredited university or college or possess a certificate of eligibility for an Administrative Services Credential

WORK YEAR:

195 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board adopted: May 25, 2010