

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE INTERN

SALARY SCHEDULE: INSTRUCTIONAL SALARY SCHEDULE

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal, Professional School Principal or Administration and Supervision.
- (3) Minimum of three (3) years successful classroom teaching experience.
- (4) Successful completion of the District Leadership Academy (preferred).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, regulations and policies governing education in state and county. Knowledge of curriculum and instructional programs and practices for appropriate level. Willingness to learn budgetary and supervisory responsibilities. Skill to work with people in an effective manner. Knowledge of scheduling and supervision. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and prioritize. Ability to use data in the decision-making process. Ability to use technology resources effectively.

REPORTS TO:

School Principal

JOB GOAL

To obtain school-based leadership experience while assisting the Principal with administrative and instructional functions to meet the educational needs of students and carry out the mission and goals of the school and the District.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the School Principal

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the development, implementation and evaluation of the instructional program, including the use of technology.
- * (2) Supervise curricular and extracurricular activities as assigned.
- * (3) Provide recommendations to the Principal regarding curriculum improvement.
- * (4) Assist with supervising textbook and equipment selection, acquisition and inventory.
- * (5) Assist the Principal in the administration of the summer school program.
- * (6) Assist with coordinating student field trips.
- * (7) Assist in developing the master schedule and assignment of students and staff.
- * (8) Assist in the administration of the testing program.
- * (9) Assist in gathering, analyzing and interpreting data related to student performance.
- * (10) Assist in coordinating the School Accreditation Program and School Improvement Program.
- * (11) Assist with the supervision of personnel, including orientation of new employees as assigned.
- * (12) Assist the Principal in developing personnel assignments and duty rosters.
- * (13) Assist in implementing and administering negotiated employee contracts.
- * (14) Assist in the coordination of the school's professional development program.
- * (15) Assist teachers in developing professional development plans and activities.

ADMINISTRATIVE INTERN (Continued)

- *(16) Assist in monitoring and assisting substitute teachers.
- *(17) Assist the Principal with the daily operation of the school.
- *(18) Assist in supervising and monitoring the accurate and timely completion of data collection and reporting requirements.
- *(19) Assist in the supervision of the maintenance and care of the physical plant.
- *(20) Assist in developing and monitoring the school budget.
- *(21) Assist in maintaining property inventories.
- *(22) Assist in supervising school transportation services.
- *(23) Assist in identifying maintenance or facility needs.
- *(24) Assist in monitoring student attendance.
- *(25) Assist in ensuring that the school's discipline policy is consistently and fairly administered.
- *(26) Assist with student supervision and discipline.
- *(27) Assist in interpreting and implementing the Student Progression Plan.
- *(28) Assist in developing, implementing and evaluating the school's guidance program.
- *(29) Confer with students, parents and teachers to resolve problems and facilitate learning.
- *(30) Assist in coordinating schedules for extracurricular activities.
- *(31) Seek to improve skills and knowledge through participation in inservice and other professional development activities.
- *(32) Model and maintain high standards of professional conduct.
- *(33) Demonstrate initiative in identifying needs or potential for improvement and take appropriate action.
- *(34) Promote and support professional development for self and others.
- *(35) Maintain visibility and accessibility.
- *(36) Keep the Principal informed about potential problems, unusual events or possible opportunities for school improvement.
- *(37) Support goals and priorities of the District and school.
- *(38) Provide leadership in developing and implementing goals and priorities of the District and school.
- *(39) Assume duties and responsibilities of the Principal in his / her absence.
- *(40) Assist in planning and implementing the school's public relations program.
- *(41) Conduct faculty meetings when requested by the Principal.
- *(42) Serve on advisory committees as requested by the Principal.
- *(43) Support and attend community functions.
- *(44) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- *(45) Set high standards of performance for self, others and the school.
- (46) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities