

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**ADMINISTRATIVE INTERN**

**Leadership Development Department**

Salary Schedule: MGMT 1A-Pay Grade 6*	Number of Work Days as Contracted –10 Month Daily Work Hours: 8.0	FLSA Status - Exempt
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**JOB GOAL:** To obtain a school-based leadership experience while assisting the Principal with administrative and instructional functions to meet the educational needs of students and the mission of the high-needs school and the District; Be willing to commit to at least two years of continued service within the District after the completion of the internship; Interns will be expected to work at assigned school site(s) four (4) days a week with up to two (2) additional days spent at the University of South Florida

**REQUIRED QUALIFICATIONS:**

1. Bachelor’s degree from an accredited institution
2. Florida’s Educator’s Professional Certificate
3. Minimum of three (3) years of successful classroom teaching experience
4. Experience in developing, presenting, or implementing staff development and/or facilitating or leading school-based teams
5. Experience mentoring beginning teachers or interns
6. Experience with curriculum development
7. Ability to commit to the 18 month administrative intern program

**DESIRED QUALIFICATIONS:**

1. Minimum of five (5) years of successful classroom teaching experience
2. Successful classroom teaching experience in a high-needs school
3. Professional development in the area(s) of:
  - a. Communication and conferencing skills
  - b. Leadership development
  - c. Classroom management
  - d. Standards-based curriculum development
  - e. Peer observation, coaching, mentoring, and conferencing skills
  - f. Student and parent conferencing skills
  - g. Knowledge of subject matter
  - h. Planning for instruction
  - i. Delivery of instruction
  - j. Assessment of student performance

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills

2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate the ability to effectively use technology to enhance educational outcomes
5. Demonstrate the ability to use data in the decision-making process
6. Knowledge of effective curriculum and instructional programs and practices for high-needs students

**REPORTS TO:** Principal and Director of Leadership Development

**SUPERVISES:** School Personnel as assigned by School Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Assist in developing, implementing, and evaluating instructional programs and activities at the assigned school
2. Assist in the selection and acquisition of instructional materials and equipment
3. Assist in the coordination of all testing programs at the school
4. Assist the Principal in supervising and evaluating school-based personnel
5. Assist in the implementation of the negotiated employee contracts
6. Implement School Board policy, state statutes, and federal regulations as they pertain to the assigned school
7. Assist in the oversight of food services at the school, including free and reduced lunch eligibility
8. Assist in the implementation of the Code of Student Conduct in accordance with school and District policy to ensure a safe and orderly learning environment
9. Support and assist in implementing the school's Student Services plan and program
10. Assist in the coordination and supervision of before and/or after school programs or activities
11. Assist in selection and employment of school personnel
12. Assist with the development and implementation of an effective staff development program
13. Assist in developing and implementing family and community involvement programs and initiatives
14. Provide proactive leadership for the programs of the school and District
15. Assist in coordinating and implementing the School's Improvement Plan
16. Analyze curriculum to determine needed changes
17. Synthesize current research on curriculum and instructional practices
18. Analyze student performance data as a basis for curriculum improvement and staff development needs
19. Assist the Principal in developing task assignments and work groups and monitoring progress
20. Assist in the selection and supervision of substitute personnel
21. Assist the Principal in all aspects of school operations
22. Assist in developing and monitoring the school budget
23. Assist in managing student accounting and attendance procedures
24. Assist in monitoring school maintenance and facilities needs and services
25. Assist in monitoring custodial services to ensure a clean, healthy, and safe learning environment
26. Assist in supervising transportation services at the assigned school
27. Assist in the preparation or oversight of required reports and maintain all appropriate

- records
28. Assist in implementing and monitoring Exceptional Student Education programs and services
  29. Model and maintain high standards of professional conduct
  30. Assist in providing professional growth and development opportunities and feedback to personnel at assigned school
  31. Participate in meetings and other activities to enhance professional development
  32. Set high standards and expectations for self, others, and school
  33. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
  34. Assist in the facilitation of problem-solving by individuals and groups
  35. Counsel with parents and staff to resolve problems and concerns
  36. Assist parents in contacting and accessing school and agency support services
  37. Maintain visibility and accessibility on the school campus and at school related activities and events
  38. Use effective communication strategies with students, teachers, parents, and other stakeholders
  39. Assist in preparing and disseminating school newsletters, memos, and letters
  40. Make presentations to faculty, students, and parents as requested by the Principal
  41. Collaborate with school and District personnel in planning and implementing District initiatives
  42. Assist in supervising the induction of beginning teachers and monitoring their progress
  43. Demonstrate commitment to and support for the vision and mission of the District and school
  44. Assist in developing and implementing positive public relations for the school
  45. Assist the Principal in the development and implementation of procedures for dealing with school crises
  46. Perform other duties as assigned

\*Administrative Interns will be compensated at the appropriate rate established by Salary Schedule 55.