**Otterville**

ADMINISTRATIVE INTERN

Reports to: Building Principal

Classification: Certified

FLSA Status: Exempt

Terms of Employment: To be established by the Board of Education annually

Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy

Compensation: Reviewed and established annually by the Board of Education ($1894.44)

# JOB SUMMARY

The Administrative Intern assists the Principal in the performance of the various leadership responsibilities, which are attendant to the successful administration of the school unit. The specific duties which are assigned by the Principal and the decision-making authority related to such assignments are as established in the working relationship between the Principal and Administrative Intern.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned***

* Ability to communicate well and to apply leadership skills within a shared decision- making model.
* Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies and procedures.
* Leadership qualities and excellent interpersonal skills.
* Sound educational philosophy and instructional competence.
* Knowledge and prior application of current information, theory and research in education.
* Knowledge of and prior successful experience working in a diverse setting.
* Risk taker willing to approach leadership through change process with demonstrated competency.
* A background in appropriate level of the organization (elementary, middle, high).
* Commitment to innovation and creativity.
* Experience with a school-wide discipline program.
* Experience with a diverse student population.
* A background in computer technology.
* Knowledge and prior application or experience in improving academic achievement.

# MAJOR DUTIES AND RESPONSIBILITIES

The Administrative Intern may have the major responsibility for certain duties, which are ultimately the overall responsibility of the Principal. Among these may be:

* Supervision of facilities.
* Responsibility for the safety, conduct, and general welfare of students.
* Monitoring of student progress.
* Responsibility for the safe operation of the physical plant and the general welfare of all students, staff, parents and patrons on or about the school site.
* Selection, assignment, supervision and evaluation of classified employees.
* Supervision of events

# EDUCATION AND/OR EXPERIENCE

* Minimum of a Master’s Degree
* Three years of teaching experience at the assigned level is preferred
* Leadership experience is preferred

# QUALIFICATION REQUIREMENTS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# COMMUNICATION SKILLS:

* Ability to read and analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
* Ability to write reports, business correspondence, and procedure manuals
* Ability to effectively present information and respond to questions from groups of administrators, staff and the general public.

# REASONING ABILITY:

* Ability to define problems, collect and analyze data, establish facts, and draw conclusions.
* Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.