



## City of St. Charles School District

### 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

#### **JOB SUMMARY**

The Administrative Intern assists the Principal and Assistant Principal(s) 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:

- Evaluation of support staff performance.

- 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.

Assists the Principal in:

- Development and management of sound fiscal practices in assigned areas of responsibility.
- Performs other duties and responsibilities as assigned.

### **EDUCATION AND/OR EXPERIENCE**

- Minimum of a Master's Degree
- Hold a valid principal's certificate for level of position
- Three years of teaching experience at the assigned level is preferred
- Leadership experience is preferred

### **SUPERVISION ADMINISTERED**

The Administrative Intern is responsible for the direct supervision of any employee upon delegation of this responsibility by the Principal. The Administrative Intern, in cooperation with any other site administrator, may be assigned full responsibility for all site employees in the absence of the Principal from the site.

### **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.

### **MATHEMATICAL SKILLS:**

- Ability to apply the concepts of basic math, algebra and geometry.

### **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.

**OTHER SKILLS AND ABILITIES:**

- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to communicate clearly and concisely both in written and oral form.
- Ability to perform duties in full compliance with all district requirements and Board of Education policies

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

The demands of an extended workday (coverage of building activities and extra-curricular activities, etc), requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time

**WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Administrative Intern  
Revised SY 2014-2015