



Job Title: **Administrative Intern**

Department: **Schools**

Supervisor: **Principal**

Lane Placement: **Licensed**

Schedule: **8 hrs / 206 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Administrative Intern of a school will use leadership, supervisory, and administrative skills to promote the educational development of each student in the assigned building. This position will include assuming all responsibilities normally associated with the position of an Assistant Principal/Principal.

ESSENTIAL FUNCTIONS

- Assist the principal in the overall administration of the school.
- Support the implementation of District Academic Vision, Response to Intervention, and Professional Learning Communities in the school
- Assist in collecting and analyzing multiple measures of learning for use by the principal and staff in making educational decisions for student learning outcomes and coordination of testing administration
- Collaborate with the Building Leadership Team, grade level teams and building specialists to ensure effective core instruction, appropriate interventions and supports needed to increase the academic achievement of each student
- Cultivate a positive atmosphere of excitement, energy, enthusiasm, and collaboration for students, parents and employees
- Assisting in providing meaningful parent involvement and community connections in students' education, including but not limited to working with the School Community Council and PTA, under the direction of principal
- Provide appropriate support and encouragement to staff.
- Assume responsibility for maintaining discipline throughout the school (e.g. safe school enforcement/expulsions, discipline referrals, tardy intervention program, teacher/student conflict, monitoring of hallways, lunchroom, student transportation, and parking lot).
- Coordinate school activities (e.g. generating the school calendar, designing regular and activity bell schedules, scheduling assemblies and other co-curricular activities).
- Supervise extra-curricular activities
- Assist in coordinating/supervising school activities and managing school calendar/scheduling including field trips, assemblies, ban, orchestra and other co-curricular activities.
- Cooperate in the conducting of safety inspections and safety drill practice activities.
- Assist in the coordination of transportation, custodial, cafeteria and other support services.
- Supervise the reporting and monitoring of student attendance (e.g. Truancy School, Tru-Fact referrals).
- Assist in maintaining behavior management throughout the school. (e.g. safe school enforcement/district suspensions, discipline referrals, tardy intervention program, teacher/student conflict, monitoring of hallways, outside duty, student transportation, SNAP plans)
- Support the development and consistent implementation of the school's Positive Behavior Supports Program
- Member of Faculty Advisory and Staff committees.

- Assist with staff interviews.
- Assist with staff evaluations (CTESS, JCES)
- Perform other tasks and assume other responsibilities as the principal may assign.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- | |
|---|
| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
|---|

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Superior supervisory, organizational and leadership skills
- Commitment to the District's vision of ensuring rigorous curriculum and college and career readiness for all students
- Incumbent must be fingerprinted and clear a criminal background check
- Requires a Bachelor's Degree.
- Requires a Master's Degree, or currently enrolled in a Master's Degree program, from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administrative/Supervisory", or currently enrolled in a program to obtain such.
- A minimum of five (5) years of teaching experience preferred.
- PBIS experience preferred.
- Outstanding interpersonal skills with the ability to organize and direct others
- Ability to communicate clearly in oral and written form with students, staff, and patrons
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).

Elementary Schools

- This position will include assuming all responsibilities of the building operation during the principal's absence and supporting the principal at all times. Elementary Administrative intern positions are for one year only with the option of district renewal.
- Perform other tasks and assume other responsibilities specific to school needs (e.g. Dual Language programs, SALTA, school-wide behavioral initiatives, professional development, etc.) as assigned by the principal.

Title One Schools

- Assist in the supervision of extended day/year programs
- ESL Endorsed preferred
- Requires a strong background in evidence-base curriculum, data analysis and effective instructional practices
- Title One Administrative intern positions are for one year only with the option of district renewal.

Secondary Schools

- This position will include assuming all responsibilities normally associated with the position of an Assistant Principal.
- Secondary Administrative intern positions are for one year only with the option of district renewal.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019