

TITLE: Intern Administrator

- QUALIFICATIONS:**
1. The general qualifications of a teacher in the State of Missouri.
 2. Master's degree from an accredited institution in educational administration. Successful completion of the building level administrators assessment or test.
 3. A minimum of two years teaching experience, one year of which shall have been at the level being assigned as Intern Administrator.
 4. Good communication skills and public relations in the community.

REPORTS TO: Building Principal

SUPERVISES: All personnel servicing in the assigned building as designated by the building principal.

JOB GOAL: To assist the building principal in supervising the operation of the assigned school while providing instructional leadership at least 50% of the contracted time. Specific teaching duties will not exceed 50% of contracted time. Additional responsibilities may be requested by the building principal according to specific duty requirements within the building.

PERFORMANCE RESPONSIBILITIES:

A. Instructional Leadership

1. Works with concerned groups to determine needed curriculum.
2. Explains the curriculum program to all concerned parties.
3. Incorporates curriculum development to all concerned parties.
4. Keeps updated on the latest research pertaining to curriculum development.
5. Has knowledge of effective instruction and steps in the teaching process.
6. Completes evaluations of assigned staff and faculty in appropriate manner.
7. Supervises the reporting and monitoring of student attendance.

B. Communication

1. Uses appropriate grammar and content in oral and written communication.

2. Develops and uses good listening skills.
3. Communicates rules, regulations, decisions and expectations to certificated and non-certificated personnel.
4. Communicates rules, regulations, decisions and expectations to students.
5. Communicates effectively with parents.
6. Maintains contact with media resources and staff.
7. Interprets and explains information and concerns to central office.
8. Explains the educational program to the community.

C. Business and Financial Management

1. Helps the principal determine the educational needs of the building.
2. Helps the principal establish procedures for daily management operations.
3. Maintains appropriate records and reports.
4. Helps the principal implement Board Policy, District Rules and Regulations for all personnel.
5. Helps the principal organize people, resources and time for efficient operation.
6. Helps the principal determine staff needs and implements professional development opportunities.
7. Helps the principal determine priorities of needs in the general building operation and helps prepare the building budget accordingly.
8. Maintains an inventory of equipment and supplies.

D. Student Services/Student Activities

1. Helps the principal provide comprehensive student personnel services.
2. Helps the principal effectively manage and maintain current enrollment and attendance procedures.
3. Helps the principal provide a safe and productive school environment.
4. Helps the principal manage and conduct the student activities program in a well organized manner.

E. Facilities

1. Evaluates the condition of the school building and campus to ensure safety, cleanliness and adequacy on a regular basis.
2. Interacts with personnel to ensure that effective custodial and maintenance services are provided in the assigned building.
3. Helps the principal implement plans for emergency situations.
4. Promotes student respect for school property.
5. Utilizes all building space appropriately.

F. Evaluation

1. Helps the principal evaluate teachers through use of observation, note taking and conferences to improve instruction.
2. Helps the principal evaluate teachers for promotion and rehiring within the frameworks of the district evaluation plan.
3. Assures that the evaluation of student progress is properly assessed, monitored and communicated.
4. Helps the principal with the evaluation of curriculum development by communicating with staff members.
5. Evaluates the goals and objectives of educational programs in relation to goals of the district.

G. Professional and Personal Development

1. Maintains a current, professional status through membership in professional organizations and reading professional literature.
2. Represents the district at professional meetings and educational workshops.
3. Contributes to the profession through writing and speaking engagements.
4. Enhances the position by excellent personal conduct and professional demeanor in and out of school.
5. Presents a neat, well-groomed appearance.
6. Demonstrates positive interpersonal relationships.

7. Demonstrates a sense of responsibility and decisiveness.

TERMS OF EMPLOYMENT:

EVALUATION: Performance of this job will be evaluated annually by the building principal.

Supervisor: _____ Date: _____

Administrator: _____ Date: _____