

## Job Description

**Title: Administrative Intern**

**Reports to:** Principal

**General Summary:** Works with principal and other staff to conduct staff development to implement instructional strategies identified by the building as needed. Works with principal and other staff to implement and identify student learners who would benefit from differentiation-based programs. Works with principal to monitor building, district and state assessments.

### Essential Functions:

Instructional and Building Leadership:

1. Works with building principal in the area of instructional and building leadership in relation to all teachers and students.
2. Assists in and conducts training of teachers in the area of instructional strategies and classroom management as assigned by principal.
3. Involves teachers in curriculum modification and differentiation to meet the needs of all children.
4. Makes classroom visitations and conferences with classroom teachers concerning program implementation and modification as assigned by principal.
5. Supports behavior management plans and student discipline as directed by the principal.
6. Supports the building site-plan as directed by the principal.
7. Assists principal with instructional and building leadership activities as assigned.

Monitoring Student Programming and Achievement:

1. Participates in district staff development related to implementation of programs designed to meet the needs of all student learners, as directed by the principal.
2. Assists in and conducts staff development concerning all student learners.
3. Works with building principals to ensure the understanding and maintenance of curricular programs, assessments and protocols.
4. Implements and monitors assessments and identification of the high ability learner children as outlined by district criteria.
5. Works with teachers to identify appropriate program components and strategies to support student learners.
6. Works with teachers to provide direct/indirect services to deliver appropriate instructional programming (differentiation).
7. Attends MIT/MDT staffing involving program development as appropriate.
8. Communicates with parents as needed
9. Monitors building, district, and state assessment as directed by the principal.
10. Performs other duties as directed by the principal.

FTE: This position is a 1.0 FTE.

Length of Contract: Teachers contract (plus any additional days as deemed necessary)

Salary: Teachers' Salary Schedule

**Qualifications:**

- 1. Education Level: A Master's Degree from an approved institution is required. Master's degree in educational administration, instructional leadership, or curriculum & instruction preferred.
- 2. Certification or Licensure: Valid Nebraska Teaching Certificate.
- 3. Experience Required: Three years of successful teaching experience required. Leadership Academy preferred.
- 4. Other requirements: Experience and leadership abilities in providing appropriate programs for all children through effective classroom instruction, staff development, and curriculum programming and development. A desire to be a building principal.

**Special Requirements:**

Occasional	Frequent	Constant	1-32%	33 - 66%	67% +
1. Standing					X
2. Walking					X
3. Sitting					X
4. Lifting <u>25</u> lb max.					X
5. Carrying 100 feet					X
6. Pushing / Pulling					X
7. Climbing / Balancing					X
8. Stooping / Kneeling / Crouching / Crawling					X
9. Reaching / Handling					X
10. Speaking / Hearing					X
11. Seeing / depth perception / color					X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_