
ST. JOSEPH

SCHOOL DISTRICT

Position Title: Administrative Intern

Qualifications:

Required: A minimum of 5 years elementary classroom teaching experience.

Preferred: Master's degree in school administration.

FLSA: Exempt

Salary Schedule: Per Approved Salary Schedule

Direct Report: Building Principal

Terms of Employment: 10 ½ month

Purpose: Assists school principal in the leadership, coordination, supervision and management of the school program and operation. Because of the scope of the duties required by this job, the acceptance of extra duty assignments is not allowed.

Essential Job Functions:

- Attends work in a regular, reliable and punctual manner.
- Effective implementation and supervision of the programs of instruction, personnel administration, pupil and personnel services, student affairs and business activities of the school.
- Assist in developing and maintaining an effective educational program.
- Assist with overall administration of the school; interpret and enforce school division policies and regulations.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school's Plan for Continuous Improvement.
- Ensure implementation of the Board-approved BYOC curriculum.
- Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
- Other assigned duties

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.