



**Oxnard Union
High School District**

SUMMER SCHOOL ADMINISTRATIVE INTERN

Board Adopted: 04/19/2023

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the site Summer School Administrator or Designee, the Summer School Administrative Intern functions as an instructional leader who takes full responsibility for the specific tasks and areas of duties as assigned. Assists in supervision of student activities and the instructional Summer School Program. Under the supervision of the site Summer School Administrator or designee, the Summer School Administrative Intern will gain knowledge of the general administration of a school or district-level division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Assists in accounting for "no shows" in Summer School.
- b. Conducts parent conferences regarding discipline.
- c. Assists in campus supervision.
- d. Provides leadership in the implementation of the District's summer school program.
- e. Ensures transportation and operations are meeting the needs of all students.
- f. Communicates with site administration recording of grades and attendance as needed.
- g. Assists Administration in preventing drop out and targeting students for interventions prior failing.
- h. Performs other tasks and assumes responsibilities as may be assigned by the Summer School Administrator or Designee.
- i. Performs such other tasks as assigned.

REQUIREMENTS:

- WORK YEAR:** Summer School
- CREDENTIAL:** Current valid Administrative Credential or Participation in Tier I preparation program; OR Valid California Teaching Credential; OR Pupil Personnel Services Credential
- EDUCATION:** Master's Degree or Equivalent
- SALARY:** Certificated Staff Extra Duty Student Contact Hourly Rate