

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Administrative Intern

Qualifications: Appropriate Administrative Certificate

Education: Masters degree in Education Administration

Training/Experience: Minimum three years of teaching experience.

Internship Goal: The goal of the intern program shall be to ultimately prepare the intern for as Assistant Principal position.

Special Skills, Knowledge, Abilities:

1. The administrative intern shall possess the ability to work as a member of the instructional leadership team at the building level.
2. The administrative intern shall possess qualities including but not limited to: interpersonal relations, communication (written and oral), problem solving, and initiative.
3. The administrative intern shall possess student-centered qualities, which are exemplified by a belief that every student has value and can be successful.
4. The administrative intern shall possess those skills necessary to work closely with and promote the clubs/organizations of the school, thereby contributing to positive school climate and safe school environment.
5. Along with the administrative team, the administrative intern will work to integrate technology, resources, and best teaching practices to maximize student achievement.
6. The administrative intern will participate with the building administrators in preobservation, observation, and post-observation conferences. The administrative intern will not actually evaluate teacher performance.
7. The administrative intern will have the ability to effectively work with students individually and in small groups to modify behavior when necessary in a student centered climate.
8. Other administrative duties as assigned by the building principal.
9. Student discipline shall not be the primary role of this position.

Reports To: Superintendent or Designee

Administrative Intern

(2 of 2)

Physical/Mental Requirements and Working Conditions: Only those that are part of the essential job functions or as contained within this description.

TERMS OF EMPLOYMENT In compliance with Negotiated Contract and/or State Law

SALARY To be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy

Adopted: 07-17-01