

ST. MARY'S COUNTY PUBLIC SCHOOLS CERTIFICATED POSITION DESCRIPTION

ADMINISTRATIVE INTERN

POSITION: Administrative Intern

REPORTS TO: Principal

LOCATION: Chopticon High, Evergreen Elementary, and Spring Ridge Middle

NATURE OF WORK: St. Mary's County Public Schools (SMCPS) supports a training program for prospective school administrators in hopes of benefitting the school system, the participating Administrative Intern, and the educational program in general. The scope of the program will evolve as the participant successfully undertakes a series of administrative tasks under the supervision of a principal or other administrator. The Administrative Intern position provides an excellent training opportunity and practical experience for aspiring administrators.

ESSENTIAL FUNCTIONS:

- Work with administrators, staff and parents/guardians on strategies that assist in continuously improving student achievement and instruction;
- Work with administrators, staff and parents/guardians on strategies that assist in continuously improving a school's culture and climate;
- Assist in providing professional leadership to organize, administer, and provide support for the total school program, except for staff evaluations and staff discipline;
- Ensure that all school programs and activities conform to school system guidelines;
- Assist in establishing a positive learning environment and respond to the individual needs of students;
- Communicate and work effectively and constructively with members of the school district, school community and the community at large;
- React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned;
- Implement the vision and mission of SMCPS;
- Access and integrate technology/computer systems utilized by SMCPS;
- Model commitment and dedication to work;
- Work independently and without direct supervision, and complete work in an efficient manner;
 - Maintain confidentiality at all times;
- Provide care and protection of school property;
- Participate in activities hosted by the school to promote academic achievement, parent/guardian involvement, and/or special events
- Supervise student activity on school property.

DUTIES AND RESPONSIBILITIES:

- Support the administrative functions of the school including student discipline and other supervisory duties as assigned by administration, except for staff evaluations and staff discipline;
- Assist the principal and administrative team in the overall administration of the school, excluding staff evaluations and staff discipline;

- Stay current regarding changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field;
- Share in the supervision of extracurricular activities scheduled for the school to which they are assigned;
- Instill and promote quality instructional programs in the assigned school and promote high levels of achievement for students;
- Implement and follow all school system health and safety policies;
- Assume, under close supervision, responsibilities of an Assistant Principal, except for staff evaluations and staff discipline;
- Display the highest ethical and professional behavior and standards when working with students, parents/guardians, school personnel, and agencies associated with the school;
- Supervise assigned non-classroom areas and non-instructional times, including arrival and dismissal of students;
- Assist the Principal and the staff to create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments;
- Use excellent written and oral English skills when communicating with students, parents/guardians, and colleagues;
- Protect confidentiality of student records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines;
- Establish a professional and respectful rapport with students and with staff;
- Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession;
- Assist instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning;
- Meet regularly with the administrative team of the school to discuss the operations of the school, identify needs, and report on success;
- Conduct meetings as necessary, except for meetings regarding staff evaluations and/or staff discipline;
- Use effective presentation skills when addressing students, staff, parents/guardians, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech;
- Lead, under the direction of the supervising administrator, staff meetings and serve on staff committees as appropriate;
- Assist the Principal to ensure that Professional Learning Communities collaboratively develop common assessments for their student cohorts;
- Support the Principal in scheduling regular Professional Learning Communities meetings to analyze student assessment data in order to make data-based instructional decisions;
- Support the Principal to ensure that appropriate intervention and/or enrichment activities for individual students are provided, based on results of assessments;
- Demonstrate proficient use of student data management systems to analyze individual student data;
- Use technology for ongoing root cause analysis of student performance to drive instructional decision making; and
- Perform other tasks and assume other responsibilities as assigned by the principal.

QUALIFICATIONS:

- Possess a Master's degree.

- Hold a valid Administrator I endorsement by the Maryland State Department of Education required.
- Minimum of three years successful teaching experience or related field in education required.
- Demonstrate experience in professional development, school improvement, curriculum, instruction, and assessments, along with other aspects of educational leadership.
- Demonstrate an interest and commitment to professional growth through participation in staff development programs and committee work.
- Submission of a letter of recommendation from a current SMCPs building principal and/or current SMCPs supervisor. The letter should include, but not be limited to, strengths as a teacher, human relations skills, skills related to administrative potential, knowledge of students, and communication skills.
- Submission of a letter of interest from the candidate that explains their desire to participate in the Administrative Intern program, and summarizes their experience leading professional development, participation in school improvement, developing curriculum, delivering instruction, participation in system-wide committees, leading school-based initiatives, and evaluating student growth using assessment data.

TERMS OF EMPLOYMENT: Full-time ten-month position.

- This is a one-year assignment, to conclude no later than June 30 each school year based on the approved annual SMCPs calendar for 10-month employees. Upon completion of the one-year Administrative Intern assignment in SMCPs, the individual shall be returned to employment for which the employee is properly qualified and is at the same salary rate as the employee would have been advanced to in their prior position. The individual will also have the option to apply for administrative positions within SMCPs. Holding the Administrative Intern position does not guarantee an administrative appointment following the one-year assignment.
- With advanced permission from the building principal, the Administrative Intern assigned additional responsibilities beyond the traditional duty day may flex their schedule on the same day as the after-hours event in order to maintain a contractual seven-hour duty day while fulfilling their assigned duties and responsibilities.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

- The Administrative Intern will be eligible for a one-time annual stipend for Administrative Intern in the amount of \$5,000.00.

BARGAINING UNIT ELIGIBILITY: EASMC

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