

Position: Admin Intern	FLSA: Exempt	Work Days: As Contracted
Reports to: Principal or Designee	Salary: Management Salary Schedule*	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

Assist the site admin team, including the Principal and Assistant Principal(s), in all areas of responsibility involving administering and implementing school and District programs in curriculum, operations, guidance, students and staff; assist in the coordination of activities with other school sites, the District office and community; and provide responsible and complex support to the site admin team.

Note: In order to provide opportunities for career growth and promote continuity and stability, this position is primarily available to certificated staff members who are currently employed by Natomas Unified School District

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Principal or the Assistant Principal(s) in the absence of the Principal
- No direct supervision or evaluation of certificated employees

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Support the implementation of Natomas Unified’s Vision, Core Beliefs and Commitments, and Theories of Action
- Lead work with teams/committees when appropriate beyond non-instructional duties (NIDS)
- Develop and lead training activities with peers
- Communicate with families as needed outside of duties as a teacher of record
- Attend IEP and 504 meetings in an administrative capacity (not as the teacher of record)
- Daily supervision of afternoon/evening events beyond non-instructional duties (NIDS)
- Assist with student issues when site administrators are either not present or not available
- Provide technical and intellectual expertise regarding assigned functions; assist in formulating and developing systems and procedures as appropriate
- Provide responsible and complex administrative support to the site admin team
- Represent the District and assigned school site(s) to outside agencies on matters as assigned; assist in the coordination of activities with those of other districts and outside agencies and organizations
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict

- Visit classrooms on a regular basis and provide instructional support and non-evaluative feedback
- Perform Principal or Assistant Principal’s duties in their absence
- Perform related duties and responsibilities as required

** If a certificated employee is serving as an Admin Intern, it is possible that their regular certificated salary placement is higher than what they would earn with a prorated placement on Step 1 of the relevant management salary rate (Row L, M, or N), due to years of certificated experience. In instances like this, the employee would be placed at the next appropriate step of the relevant management salary rate to ensure an increase above their current certificated salary for the prorated portion of their time in the admin role.*

QUALIFICATIONS

Knowledge of:

- NUSD Vision, Core Beliefs & Goals
- District organization operations, policies, goals and objectives
- NUSD District Progress Report
- CA State Accountability System
- College and Career readiness metrics
- Pertinent Federal, State, and local laws, codes and regulations and the district’s collective bargaining agreements
- Education programs and curriculum
- Innovative instructional methods and techniques
- Teaching techniques
- Conflict resolution strategies and team building principles and techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary

Ability to:

- Apply an exemplary work ethic
- Demonstrate character and honesty
- Listen and seek clarity in what you are hearing and saying
- Face uncertainty and ambiguity as opportunities to experience, learn and grow
- Give feedback in a manner that inspires accountability among colleagues
- Delegate authority and responsibility
- Identify and respond to community and District issues, concerns and needs
- Interpret and apply Federal, State and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain confidentiality in regards to personnel and/or student matters that might arise
- Plan and organize work to meet schedules and deadlines
- Demonstrate loyalty and high ethical standards
- Work collaboratively and build positive relationships with a diverse range of stakeholders
- Read, interpret, apply and explain rules, regulations, policies and procedures; exercise judgment/discretion in interpreting and applying rules, regulations, policies and procedures
- Maintain professional relationships parents, community members, colleagues, staff and school-related outside agencies
- Maintain effective audio-visual discrimination and perception for:
 - Making observations

- Communicating with others
- Reading and writing
- Operating assigned equipment
- Maintain mental capacity which allows the capability of:
- Making sound decisions
- Demonstrating intellectual capabilities

PHYSICAL ABILITIES

With reasonable accommodations, if necessary:

- Hear and speak to make presentations, and exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- See to read, prepare documents and reports, and view a computer monitor
- Sit or stand for extended periods of time
- Bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files
- Lift light objects.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Five years of teaching experience, including a current teaching assignment in Natomas Unified School District
- Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work, counseling or a related field is desired

LICENSES AND CERTIFICATES

- Possession of Teaching Credential issued by the State of California
- Enrollment in an administrative program or internship to obtain an Administrative Credential issued by the State of California
- Valid California driver's license