

Administrative Intern

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| DEPARTMENT: | Schools | REPORTS TO: | Principal |
| WORK SCHEDULE: | 11 months | COMPENSATION: | Certified Salary Schedule plus extended days contract |
| FULL/PART TIME: | Full time | FLSA STATUS: | Exempt |

Position Description

Assist the principal with specific aspects of instruction, curriculum, staff development, supervision and evaluation, student discipline, administration, public relations, and building maintenance for supporting the educational needs of the students in the Kirkwood School District. Serve as an official representative of the district when appropriate, with significant levels of customer interaction. Required to maintain strict confidentiality to protect student and staff privacy.

| Task Title | Essential Job Functions | Percent of Time Spent |
|--|--|-----------------------|
| School Planning, Management, and Evaluation | <ul style="list-style-type: none"> Assist in the development of a school plan based upon school needs and district goals, implement school plan, and assess school plan. Assist in the development, implementation, and evaluation of educational programs, including curriculum, instructional programs, and instructional strategies. Assist in establishing levels of expectations for student achievement and assist the principal in evaluating student progress/needs both individually and in groups to demonstrate effective instructional leadership. Promote and maintain a positive school climate, working effectively with students, staff, parents, and community agencies to establish and maintain an atmosphere within the school to enrich the learning environment. Includes positive behavioral interventions and supports, restorative practices, and discipline when necessary. Assist in the implementation of board policies and directives prioritized by the principal. Assist with developing and monitoring school or program budgets as assigned. Supervise school programs and activities. Supervise students during arrival, dismissal, lunch, activities, or other designated times. Maintain accurate records and submit reports per state and federal requirements. | 60% |
| School-Based Facilities and Personnel Management | <ul style="list-style-type: none"> Supervise staff with a focus on improved student instruction, including professional growth planning. Demonstrate effective skills in the recruitment and selection of school personnel and support new employees, including onboarding. | 20% |

| Task Title | Essential Job Functions | Percent of Time Spent |
|---|--|-----------------------|
| | <ul style="list-style-type: none"> Conduct observations and staff evaluations. | |
| Communications | <ul style="list-style-type: none"> Communicate with families by phone, email, and in person. Engage in community outreach. | 10% |
| District Planning, Management, and Evaluation | <ul style="list-style-type: none"> Provide ideas for the development of district goals. Interpret and/or clarify district goals to students, staff, and community. Implement district goals and assist in their assessment. | 10% |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** One or more employees
- **Supervisory Activities:** Budgeting, Developing or coaching, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Training, Approving timecards or time off requests
- **Budget Signing Authority:** N/A
- **Decision-making Authority:** Decisions impact a functional area or department

Qualifications

Required

- **Education:** Bachelor's degree in education from an accredited college or university
- **Licensure:** Missouri teaching certification
- **Certificates, Certifications, or Other Training:** Qualifies for principal certificate

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.,
- **Intermediate:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
- **Advanced:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy

- Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Expert:**
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Time management, Writing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Active learning, Active listening, Complex problem solving, Critical thinking, Instructing, Judgment and decision making, Learning strategies, Management of financial resources, Management of material resources, Management of personnel resources, Monitoring, Negotiation, Persuasion, Service orientation, Social perceptiveness
- **Occasionally (Up to 2.5 hours or 32% of the day):** Coordination, Mathematics, Operations analysis, Quality control analysis, Systems analysis, Systems evaluation, Troubleshooting
- **Rarely (Less than 1 hour or 12% of the day):** Equipment selection, Installation, Science, Technology design

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Crawling, Crouching/Kneeling, Repetitive motion

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04