

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION**

ADMINISTRATIVE INTERN

POSITION: Administrative Intern

REPORTS TO: Principal

LOCATION: Various Locations

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate via written or oral, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Supports the administrative functions of the school including student discipline and other supervisory duties as assigned by administration, except for staff evaluations and staff discipline
- Works with administrators, staff, and parents/guardians on strategies that assist in continuously improving student achievement and instruction, and improving a school's culture and climate
- Models commitment and dedication to work
- Provides care and protection of school property
- Implements the vision and mission of SMCPS
- Assists the principal and administrative team in the overall administration of the school, excluding staff evaluations and staff discipline
- Assists in establishing a positive learning environment and respond to the individual needs of students
- Ensures that all school programs and activities conform to school system guidelines

- Assists in providing professional leadership to organize, administer, and provide support for the total school program, except for staff evaluations and staff discipline
- Stays 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
- Shares in the supervision of extracurricular activities scheduled for the school to which they are assigned
- Supervises student activity on school property
- Participates in activities hosted by the school to promote academic achievement, parent/guardian involvement, and/or special events
- Instills and promotes quality instructional programs in the assigned school and promotes high levels of achievement for students
- Implements and follows all school system health and safety policies
- Assumes, under close supervision, responsibilities of an Assistant Principal, except for staff evaluations and staff discipline
- Displays the highest ethical and professional behavior and standards when working with students, parents/guardians, school personnel, and agencies associated with the school
- Supervises assigned non-classroom areas and non-instructional times, including arrival and dismissal of students
- Assists 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
- Establishes a professional and respectful rapport with students and staff
- Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession
- Assists instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning
- Meets regularly with the administrative team of the school to discuss the operations of the school, identify needs, and report on success
- Conducts meetings as necessary, except for meetings regarding staff evaluations and/or staff discipline
- Uses 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
- Leads, under the direction of the supervising administrator, staff meetings and serves on staff committees as appropriate
- Assists the Principal to ensure that Professional Learning Communities collaboratively develop common assessments for their student cohorts
- Supports the Principal in scheduling regular Professional Learning Communities meetings to analyze student assessment data in order to make data-based instructional decisions
- Supports the Principal to ensure that appropriate intervention and/or enrichment activities for individual students are provided, based on results of assessments
- Demonstrates proficient use of student data management systems to analyze individual student data
- Uses technology for ongoing root cause analysis of student performance to drive instructional decision making
- Demonstrates experience in professional development, school improvement, curriculum, instruction, and assessments, along with other aspects of educational leadership.
- Demonstrates an interest and commitment to professional growth through participation in staff development programs and committee work
- Performs other related and nonrelated job duties as assigned.

QUALIFICATIONS:

Required:

- Hold a valid Administrator I endorsement by the Maryland State Department of Education
- 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 (dated within the last 12 months)
- 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 (dated within the last 12 months)

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 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 teacher career ladder 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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