



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 200 Building Administration
TITLE: 003 Administrative Intern

TITLE:	Administrative Intern
QUALIFICATIONS	<ul style="list-style-type: none">* Master's Degree* Minimum of three (3) years as a classroom teacher* Effective written and verbal communication skills* Highly organized with extensive knowledge of the learning process
REPORTS TO / EVALUATED BY:	Principal, Assistant Principal, Assistant Superintendent, and Superintendent
SUPERVISES:	All employees serving in the assigned building.
TERM OF POSITION:	10-Months
SALARY:	Applicable column and step on the school district's salary schedule Extra-duty stipend for Administrative Intern as set by the district's approved Extra-Duty Salary
VACATION:	none
CONTRACT:	One-Year Contract
JOB GOAL:	The goal of the Administrative Intern is to assist the Principal and Assistant Principal and ensure the effective and efficient operation of the assigned school building in a manner that: (1) is conducive to the academic, social, and emotional needs of the students; and (2) is a pleasant and productive
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Administrative Intern will assist the Principal and Assistant Principal in supervising the operation of the total school program in the assigned building.* The Administrative Intern will serve as the Assistant Principal when the Assistant Principal is absent.* The Administrative Intern will work together with the Principal and Assistant Principal concerning the school district's administrative procedures and program of instruction.* The Administrative Intern will assist the Principal and Assistant Principal in keeping staff members informed of policy changes and modifications in district operating procedures.* The Administrative Intern will assist the Principal and Assistant Principal in developing short-range and long-range building plans and goals consistent with the district's plans and goals.* The Administrative Intern will work cooperatively with the Principal and Assistant Principal in the recruiting, screening, hiring, training, and assignment of all staff for the assigned building.* The Administrative Intern will assist the Principal and Assistant Principal in evaluating the staff members of the assigned building according to the school district policies and procedures.* The Administrative Intern will assist the Principal and Assistant Principal in preparing or supervising the preparation of reports, records, lists, and any and all other paperwork required by the school's administration.



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- * The Administrative Intern will assist the Principal and Assistant Principal in implementing and monitoring curriculum changes within the parameters established by the district-wide instructional planning.
- * The Administrative Intern will assist the Principal and Assistant Principal in evaluating the instructional program in a systematic manner and use the results by working with the faculty to plan program improvements.
- * The Administrative Intern will assist the Principal and Assistant Principal in organizing grade-level or departmental faculty meetings which are effective in implementing and improving curriculum and instruction.
- * The Administrative Intern will assist the Principal and Assistant Principal in implementing plans for emergency situations, such as those involving accidents, fire, tornado, etc.
- * The Administrative Intern will assist the Principal and Assistant Principal in improving classroom instruction, student/teacher rapport, discipline, attitudes, and relationships.
- * The Administrative Intern will be responsible for monitoring and reporting student attendance.
- * The Administrative Intern will be responsible for maintaining accurate and complete student attendance records and ensuring adequate confidentiality.
- * The Administrative Intern will be responsible for supervising student conduct and enforcing discipline in accordance with the district's discipline policies and procedures and the due process and rights of students.
- * The Administrative Intern will be responsible for maintaining accurate and complete student discipline records and ensuring adequate confidentiality.
- * The Administrative Intern will assist the Principal and Assistant Principal in the preparation of the teacher handbook and student handbook.
- * The Administrative Intern will assist the Principal and Assistant Principal in providing adequate administrative supervision for all special events, including events to recognize student achievement, after-school activities, clubs, functions, athletic events, etc.
- * The Administrative Intern will assist the Principal and Assistant Principal in serving as the liaison between the school district and the community, interpreting activities and policies of the school and encouraging community participation in school-related activities.
- * The Administrative Intern will perform any and all other duties as designated by the Principal, Assistant Principal, Superintendent or Assistant Superintendent of Schools.

Hancock Place School District
Date Approved: December 14, 2005