



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

<u>TITLE:</u>	ADMINISTRATIVE INTERN	<u>NO.</u>	C21410
<u>ORGANIZATIONAL UNIT:</u>	Office of School Performance	<u>GRADE:</u>	1
<u>REPORTS TO:</u>	Principal	<u>UNIT:</u>	II
<u>MOST RECENT REVISION:</u>	August 2011	<u>FLSA:</u>	E

ESSENTIAL JOB FUNCTIONS:

The administrative intern will focus on school administrative needs with responsibility for supporting the principal/assistant principal to provide a safe and secure learning environment for students and staff. The administrative intern supports the management of school, human and financial resources, buildings, grounds and equipment and establishes effective relationships with students, parents, staff, community groups and Central Office support staff. This is a 200 day position.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

These examples are illustrative and are not all inclusive.

1. Assists the principal/assistant principal in defining the school's mission and communicating goals and expectations of the total school program.
2. Adheres to, and complies with, all Board of Education policies, regulations, and operating procedures.
3. Under the direction of the principal/assistant principal, provides instructional leadership for the implementation of the curriculum of Anne Arundel County Public Schools.
4. Assists the principal/assistant principal in monitoring and assessing student achievement and participation in outcomes with appropriate data collection and analysis.
5. Supports the principal/assistant principal in the process of continuous school improvement, employing multiple sources of data to monitor and assess student achievement.
6. Assists staff in reviewing outcomes to meet Annual Yearly Progress (AYP).
7. Assists in the implementation of school wide supervision plans that establish and maintain a safe and orderly environment.
8. Creates a productive work climate by gaining the cooperation of staff and students.
9. Administers and coordinates school discipline and maintains necessary discipline records.
10. Serves as liaison in coordinating supportive services and other social agencies to meet student and family needs.
11. Coordinates and supervises student activities.
12. Writes reports relative to conferences, suspensions, court reports, etc.
13. Assumes responsibilities for maintaining attendance procedures.
14. Plans and engages in professional activities, which contribute to leadership development.
15. Assists in determining and implementing school organization, student placement, evaluation, and services and programs to meet the needs of individual students.
16. Provides for changes in schedules and programs that provide for the needs of children. Communicates effectively with students, staff, administrative and supervisory personnel, parents, and community.
17. Assists the principal/assistant principal with responsibility for the business management function of local school finances.

C21410 - ADMINISTRATIVE INTERN - Page Two

18. Assists the principal/assistant principal in supervision and oversight of school operations unique to assignment.
19. Exercises initiative, tact, and good judgment in dealing with others.
20. Works cooperatively and interacts positively with students, staff and community exercising courtesy, discretion, and self-control.
21. Supports the development, implementation and monitoring of each student's IEP, as applicable, while assisting the principal/assistant principal with on-going compliance of special education regulations (state and federal), including the implementation of due process procedures.
22. Works effectively with diverse populations.
23. Supports Principal to recruit and maintain a teaching and support staff that reflects the diversity of the student population and community.
24. Supports the Principal to create a team that works collaboratively and promotes high expectations for all students.
25. Works effectively and engages diverse parents/guardians with varied communication styles, levels of skill and experience to support their child's education experience.
26. Supports the Principal to build a school culture which takes account of the richness and diversity of the school's communities.
27. Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS:

1. Three years of successful teaching experience, or satisfactory performance on a professional certificate or satisfactory performance as a certified specialist.
2. Hold or be eligible for a teaching certificate in Maryland.
3. Hold a Master's degree from a Regionally Accredited College or University or a foreign equivalent.
4. Hold or be eligible for Administrator I certification from the Maryland State Department of Education OR verify completion of at least nine (9) hours of graduate coursework towards the requirements for Administrator I certification.
5. Demonstrated ability to work effectively with diverse populations
6. Ability to support the Principal to recruit and maintain a teaching and support staff that reflects the diversity of the student population and community
7. Ability to work collaboratively in a team that promotes high expectations for all students
8. Demonstrated ability to garner support and resources, and engage community organizations, individual education supporters, and businesses to support student achievement, social skill and character development, etc. inside and outside of school.
9. Ability to build a school culture which takes account of the richness and diversity of the school's communities.
10. Excellent organizational and time management skills are essential.
11. Knowledge of and experience with personal computers as utilized in a education setting.
12. Demonstrated ability to exhibit a pattern of positive interactions with students, parents, teachers, and administrative staff.
13. A positive recommendation from current principal.

APPROVED: April 2006

REVISED: July 2007, April 2009, August 2011