



## High School Administrative Intern – Extra Duty

**FLSA Status:**

Exempt  
Extra Duty

**Qualifications:**

Must possess a valid Missouri  
teaching certificate.

**Certification and Licenses:**

Missouri Teacher certificate  
Master's Degree  
Hold a valid principal's certificate

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Experience:**

Three years of teaching  
experience  
Leadership experience is  
preferred

**Extra Duty Stipend Schedule:**

Fall Activity Event Stipend

**Reports to**

Building Administrator

**Terms of Employment**

Extra duty position in addition to the regular teacher duties.

**Purpose Statement**

The purpose of the Administrative Intern is to assist the Principal and Assistant Principal(s) in the performance of the various leadership responsibilities, which are attendant to the successful administration of the school unit. The specific duties are assigned by the Principal and the decision-making authority related to such assignments are as established in the working relationship between the Principal and Administrative Intern. The Administrative Intern will perform the essential duties as outline below.

**Essential Job Functions**

- Supervision of evening game activities.
- Abides by Missouri statutes, school board policies and regulations.
- Upholds school rules and administrative regulations.
- Attends meetings and performs duties as assigned by administrators.
- Provide active student supervision. Responsible for the safety, conduct, discipline, and general welfare of students.
- Monitoring of student progress.
- Assists building administration with minor discipline infractions (tardies, bus conducts, truancy, etc.)
- Maintains a professional, cooperative and cordial relationship with staff, students and community.
- Responsibility for the safe operation of the physical plant and the general welfare of all students, staff, parents, and patrons on or about the school site.
- Selection, assignment, supervision and assistance with the possible evaluation of classified employees.

**Other Job Functions**

- Ability to communicate well and to apply leadership skills within a shared decision-making model.
- Ability and willingness to follow directions given and to perform assigned duties in accordance with applicable guidelines, policies and procedures.

- Demonstrates strong leadership qualities, excellent interpersonal skills, sound educational philosophy, and instructional competence.
- Working knowledge and prior application of current information, theory, and research in education.
- Possess the knowledge of and prior successful experience working in a diverse setting with a diverse student population.
- Supports district/school decisions in a positive manner with the public, other staff, etc.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
- Maintains strict confidentiality.
- Adheres to good safety practices.
- Supports the Vision, Mission, and Values of the District.
- All other duties and responsibilities as assigned.

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: instructional techniques, policies, regulations and/or laws; age-appropriate activities; injury prevention and appropriate treatment protocols.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job related equipment. Problem solving with data frequently requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; communicating empathetically with students and their parents, dealing with frequent interruptions; exhibiting strong leadership; maintaining confidentiality; meeting deadlines and schedules; providing a firm, fair and consistent discipline approach; setting priorities; traveling to off-campus athletic events, and working extended hours that may include evening and/or weekends.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 10% sitting, 45% walking, and 45% standing.

### **Conditions and Environment**

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.