

School District of Santa Rosa County
Job Description
Administrative Intern

Reports To: School Principal or Designated District Administrator
FLSA Status: Exempt
Department: School Based
Prepared by: Human Resources
Date: March 13, 2014
Job Code: 16060

Primary Duties and Responsibilities (Essential Functions):

- Develop a professional growth plan (PDP) that references an individual growth plan and the needs of the school
- Document successful demonstration of Florida leadership standards as identified in the HRMD System
- Assist in the interpretation and implementation of applicable federal, state, and local rules, policies, laws, and regulations
- Assist in being accountable for the effectiveness and efficiency of the assigned site
- Provide appropriate information to the superintendent, assistant superintendents, principal, or other personnel
- Assist the superintendent, assistant superintendents, principal, or staff members in organizational analysis and development
- Assist in administering the assigned budget(s)
- Recommend and direct committees as needed or assigned
- Assist in the planning and implementation of staff development programs
- Prepare appropriate administrative reports
- Communicate and work effectively with district and local personnel
- Provide own method of transportation to various locations when required
- Prepare and present oral and written reports to the public and the school system
- Maintain official school files and records
- Keep abreast, on a systematic basis, with new trends and publications
- Participate in appropriate activities for continued professional growth
- Assist the principal in assessing the educational needs of the community and developing plans to meet them
- Assist the principal in developing and implementing the approved educational program to meet the needs of the students
- Assist in directing the professional and non-professional staffs in the performance of their duties
- Assist in developing a public relations program to further the community's understanding and support of the district's goals
- Assist in utilizing available resources of the community to develop an effective educational program.
- Assist in coordinating a school safety program
- Transport students to various locations as approved and/or directed
- Assist in supervision of after-school and extracurricular activities
- Assume the responsibilities of the site administrator when the site administrator is not available
- Perform other incidental tasks consistent with the goals and objectives of this position

Supervision Received:

- School Principal

Supervision Exercised:

- Instructional, support, and service personnel as assigned by the Principal

Minimum Qualifications & Skills Required:

- Master's degree from an accredited educational institution
- Currently hold or eligible for Florida certification in Educational Leadership or Administration and Supervision or Vocational Education Director certification
- Five years of successful experience in public school education
- Successful completion of the Potential School Leaders (PSL) class or willingness to take at next offering or other administrative experience

Preferred Qualifications & Skills:

- Experience as a Dean

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Administrative Compensation Plan
- 11 Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.