

# CLOVIS MUNICIPAL SCHOOLS

## JOB DESCRIPTION

**Position:** Administrative Intern/Administrator

**Supervisor:** Principal

**General Job Description:** The Administrative Intern/Administrator will assist the principal in promoting the educational development of each student by the use of leadership, supervisory, and administrative skills; and will take opportunities to learn administrative procedures of the District and master administrative competencies of the State of New Mexico.

### **Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the instructional process of the school. To do this, the administrative intern follows procedures consistent with the state and local Teacher Performance Evaluation Plan.
11. Become familiar with and comply with all School Board policies and administrative regulations.

### **Additional Duties and Responsibilities:**

1. Become familiar with and supervise the coordination of the instruction program and classroom control.
2. Complete all paperwork necessary to assist in the evaluation of the Intern Program.
3. Share responsibility for supervision of school activities.
4. Become familiar with and administer the attendance accounting system as directed by the principal.
5. Become familiar with and be responsible for pupil behavior on the campus, handling cases up to and including recommendation for suspension or expulsion.
6. Become familiar with and adjust teacher-pupil problems with regard to discipline.
7. Become familiar with and hold parent conferences regarding pupil discipline.
8. Become familiar with and adjust student problems with juvenile and law enforcement officers.
9. Become familiar with and develop liaison with county social agencies in assisting the student.
10. Become familiar with and maintain and supervise non-instruction pupil records.
11. Meet weekly with Administrator Mentor(s)
12. Become familiar with and direct and supervise the school plant, maintenance staff, and cafeteria.
13. Become familiar with and supervising and managing the attendance office and attendance accounting.
14. Learn the process of assigning and supervising lunch and bus duty and actively participate in these duties.
15. Become familiar with and maintain the non-instruction equipment, supplies, and machines necessary for the function of the school.
16. Become familiar with and maintain the permanent furniture in good working order.

17. Become familiar with and maintain inventory of textbooks, supplies, equipment, forms, etc.
18. Perform any other duties assigned by the Administrator Mentor(s).

**Qualifications:**

1. A master's degree.
2. Willingness to obtain a New Mexico administrative license as required by the State of New Mexico.
3. Three (3) years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside duties. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.

Submitted to Board on July 23, 2002

Revised 08/03