

## Pflugerville Independent School District

<b>Job Title/Position:</b>	Administrative Intern	<b>Department/School:</b>	Curriculum and Instruction
<b>Pay Information:</b>	Teacher Compensation Plan	<b>Supervised By:</b>	Campus Principal
<b>FLSA:</b>	Exempt	<b>Date Revised:</b>	January 2020

### Primary Purpose:

Assist the school principal in overall administration of instructional programs and campus level operations. This is a one to two-year position. After two years, the individual must be approved for an administrative position or return to a classroom position.

### Minimum Qualifications (Experience/Education/Certification):

Master's degree; Texas Standard Principal Certificate (or equivalent); two (2) years of teaching experience. Upon hire: certified Texas Teacher Evaluation and Support System (T-TESS) and Advanced Educational Leadership (AEL) or equivalent.

### Major Responsibilities:

1. Assist principals interviewing, selecting, and orienting new staff.
2. Observe employee performance, record observations, and conduct support/evaluation conferences using T-TESS and other identified evaluations.
3. Supervise operations in principal's absence.
4. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
5. Supervise reporting and monitoring of student attendance
6. Work with team leaders and faculty to compile annual budget requests; requisition supplies, textbooks, and equipment; check inventory, maintain records; verify receipts for materials.
7. Ensure students are adequately supervised during non-instructional periods.
8. Assist in developing and maintaining a student discipline management system that results in positive student behavior; ensure that school rules are uniformly observed and student discipline is appropriate and equitable; conduct conferences on student and school issues with parents, students, and teachers.
9. Attend and serve as administrative representative at ARD/IEP, 504, LPAC, and other meetings as necessary.
10. Participate in the development and evaluation of educational programs.
11. Participate in professional development activities.
12. Monitor assigned instructional programs; encourage and support development of innovative instructional programs.
13. Promote the use of technology in teaching/learning process.
14. Promote a positive, caring, and supportive climate for learning and instruction.
15. Follow Educator Code of Conduct & all policies, procedures, laws and state/federal regulations.
16. Perform other duties as assigned.

### Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of curriculum and instruction
- Knowledge of acceptable supervisory practices
- Skill in modifying instruction for various student needs
- Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers
- Skill in working computer tools, including but not limited to, email internet, word processing and spreadsheets
- Skill in working in a collaborative team-based environment
- Skill in communicating effectively with others
- Skill in effectively managing a classroom and student behavior

### Supervisory Responsibilities:

Supervises professionals, paraprofessionals, and other support/campus personnel/staff

### Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Prolonged use of computer; ability to work extended hours; ability to be on call; repetitive hand motions; maintain emotional control under stress including that associated with strict deadlines and emergency situation; must be able to lift and/or carry at least 30 lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_