

# Job Description

Blue Valley School District

## Administrative Intern

### Purpose Statement

The job of Administrative Intern is done for the purpose/s of assisting the school principal in the leadership, coordination, supervision and management of the school program and operation. The job is designed to aid with leadership development and provide practical hands-on experience dealing with common situations that school administrators encounter on a daily basis.

### Essential Functions

- Coordinates services as delegated by the building principal in the areas of student attendance, discipline, guidance, health services, special education programs, and psychological services.
- Monitors student attendance and conducts appropriate interventions as needed.
- Under the direction of the building principal, addresses student non-attendance behavior issues, following school board policy and school-wide guidelines.
- Provides instructional leadership by conducting classroom walkthroughs and providing feedback on research-based practices.
- Facilitates problem solving meetings and data reviews to ensure proper student support and intervention.
- Assists in the coordination and supervision of after-school clubs and extracurricular activities as assigned by the principal.
- Coordinates substitute teacher schedules and assists with staffing, as directed by the building principal.

### Other Functions

- Coordinates and manages school-wide special events.
- Attends student activities in the building whenever possible.
- Creates the building master schedule, under the direction of the building principal.
- Performs other related duties as assigned.

### Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: verbal and written communication; planning, implementing and managing programs; operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; stages of child development/behavior and learning styles; evidence-based practices to help children meet goals; age appropriate student activities; business telephone and email etiquette; methods of organizing, scheduling and prioritizing workloads; principles of supervision and program administration; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule a significant number of 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; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with job-related data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; building effective relationships; maintaining confidentiality; preparing and maintaining accurate records; working individually and as part of a team; setting priorities and working within time constraints; and working with constant interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; monitoring budget expenditures; utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Five to ten years of experience in education.

**Contract:** Teacher contract with 13 additional days. This position is for one year only.

**Education:** Bachelor's degree in Education or related field required. Master's degree in Education Administration preferred.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Kansas Principal Certification

**Continuing Educ./ Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**