

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0040
Pay Grade: Instructional

FLSA: Exempt

ADMINISTRATIVE INTERN (Professional Development)
REPORTS TO: Director, Professional Development Principal
SUPERVISES: School personnel as assigned by the School Principal
QUALIFICATIONS: Bachelor's degree from a fully accredited college or university. Possession of a Florida Educator's Certificate. Minimum of three (3) years successful classroom teaching experience. Experience in developing, presenting, or implementing staff development and/or facilitating or leading school-based teams. Experience mentoring beginning teachers, and curriculum development. Ability to commit to the two year program PREFERRED: Minimum of five (5) years of successful classroom teaching experience. Successful classroom teaching experience in a high-needs school. Professional development in the area(s) of: Communication and conferencing skills, leadership development, classroom management, standards-based curriculum development, peer observation, coaching, mentoring, and conferencing skills, student and parent conferencing skills, knowledge of subject matter, planning for instruction, delivery of instruction, and assessment of student performance.
MAJOR FUNCTION
To obtain a school-based leadership experience while assisting the Principal with administrative and instructional functions to meet the educational needs of students and the mission of the high-needs school and the District. Be willing to commit to at least two years of continued service within the District after the completion of the internship.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Assists in developing, implementing, and evaluating instructional programs and activities at the assigned school• Assists in the selection and acquisition of instructional materials and equipment• Assists in the coordination of all testing programs at the school• Assists the Principal in supervising and evaluating school-based personnel• Assists in the implementation of the negotiated employee contracts• Implements School Board policy, state statutes, and federal regulations as they pertain to the assigned school• Assists in the oversight of food services at the school, including free and reduced lunch eligibility• Assists in the implementation of the Code of Student Conduct in accordance with school and District policy to ensure a safe and orderly learning environment• Supports and assists in implementing the school's Student Services plan and program• Assists in the coordination and supervision of before and/or after school programs or activities• Assists with the development and implementation of an effective staff development program• Assists in developing and implementing family and community involvement programs and initiatives• Provides proactive leadership for the programs of the school and District• Assists in coordinating and implementing the School's Improvement Plan• Analyzes curriculum to determine needed changes• Synthesize current research on curriculum and instructional practices

ADMINISTRATIVE INTERN (Professional Development)

ESSENTIAL RESPONSIBILITIES (Continued)

- Analyze student performance data as a basis for curriculum improvement and staff development needs
- Assists the Principal in developing task assignments and work groups and monitoring progress
- Assists in the selection and supervision of substitute personnel
- Assists the Principal in all aspects of school operations
- Assists in developing and monitoring the school budget
- Assists in managing student accounting and attendance procedures
- Assists in monitoring school maintenance and facilities needs and services
- Assists in monitoring custodial services to ensure a clean, healthy, and safe learning environment
- Assists in supervising transportation services at the assigned school
- Assists in the preparation or oversight of required reports and maintain all appropriate records
- Assists in implementing and monitoring Exceptional Student Education programs and services
- Models and maintain high standards of professional conduct
- Assists in providing professional growth and development opportunities and feedback to personnel at assigned school
- Participates in meetings and other activities to enhance professional development
- Sets high standards and expectations for self, others, and school
- Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
- Assists in the facilitation of problem-solving by individuals and groups
- Counsels with parents and staff to resolve problems and concerns
- Assists parents in contacting and accessing school and agency support services
- Maintains visibility and accessibility on the school campus and at school related activities and events
- Uses effective communication strategies with students, teachers, parents, and other stakeholders
- Assists in preparing and disseminating school newsletters, memos, and letters
- Makes presentations to faculty, students, and parents as requested by the Principal
- Collaborates with school and District personnel in planning and implementing District initiatives
- Assists in supervising the induction of beginning teachers and monitoring their progress
- Demonstrates commitment to and support for the vision and mission of the District and school
- Assists in developing and implementing positive public relations for the school
- Assists the Principal in the development and implementation of procedures for dealing with school crises
- Performs other duties as assigned

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 5/12 LM BOARD APPROVED: 6/12/12

ADMINISTRATIVE INTERN (Professional Development)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job			X		