



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: ADMINISTRATIVE INTERN

QUALIFICATIONS:

1. Possesses minimum of Master's Degree.
2. Possesses New Jersey certification as Principal, Certificate of Eligibility for Principal/Supervisor or is close to completing all coursework for certification as Principal/Supervisor.
3. Possesses certification to teach in the school where the internship is available.
4. Has minimum of four years successful teaching experience in the Holmdel Township Public Schools.
5. Possesses strong human relations, problem solving, organization, record keeping, decision making and communications skills.
6. Demonstrates educational leadership in designing and implementing educational innovations which benefit students.
7. Demonstrates interest in pursuing an administrative career.
8. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide assistance to the principal in non-evaluative ways while becoming familiar with the role and responsibilities of building-level administrator.

PERFORMANCE RESPONSIBILITIES:

1. Instruction

Provides student instruction or instructional support in accordance with the job description of "Teacher" or other certificated employee for .5 of the school day in one of the schools of the district.

2. Instructional Leadership

Assists the principal in:

- a. serving upon occasion as the facilitator of a Pupil Assistance Committee (PAC).
- b. assisting with situations which may arise which involve the Division of Youth and Family Services (DYFS).
- c. working with the parent support organization(s) of the school to design and implement special assembly programs and other projects.
- d. scheduling and monitoring special activities relevant to grade-level curriculum.
- e. researching instructional innovations appropriate to the grade levels of the school (e.g., "looping" for early primary grades, "block scheduling" for secondary grades).
- *f. ordering and distributing instructional supplies, equipment and textbooks to support the school's educational program in one and/or more basic content areas (e.g., reading/language arts).

3. Personnel Administration

Assists the principal in:

- a. overseeing the assignment of substitute teacher coverage.
- b. overseeing the work of lunchroom/playground aides during lunch and recess periods, school monitors or other staff who are involved in maintaining the safety and security of the students.
- *c. reviewing and revising the staff handbook.

4. Staff Development

Assists the principal in:

- a. providing and/or facilitating orientation, mentoring and training for new faculty members.
- b. designing and scheduling training of building faculty to achieve established school and district goals.

5. Student Management

Assists the principal in:

- *a. reviewing and revising the student handbook.
- b. monitoring student behavior and addressing needs which may arise.
- c. (Village School only) compiling the “student pictorial record book” as a reference for the principal, nurse and other school personnel.
- *d. reviewing class lists to ensure appropriate balancing of classes as to student behavior, academic level, gender and other categories.
- e. recommending the classroom placement of students new to the school in accordance with student needs and classroom balance.

6. Educational Planning and Evaluation

Assists the principal in:

- a. reviewing test results and making suggestions for curriculum improvement.
- b. providing input into the design of the master teaching schedule for the building.
- c. scheduling parent-teacher conferences.

7. Business and Plant Management

Assists the principal in:

- a. providing building coverage and addressing needs which may arise when the principal is not in the school.
- b. providing input in the development of the school budget.
- c. preparing purchase orders to utilize the budget in accordance with approved supplies, materials and textbooks in one or more specified areas (e.g., reading/language arts).
- d. ensuring that budgeted items such as instructional supplies are made available to teachers in the school.

- e. arranging for the kindergarten registration or another function specific to the grade levels of the school.
- f. monitoring visitors to the school as part of the building's safety and security measures.
- g. facilitating the move of classroom materials to new locations within the school or elsewhere within the school district.

8. Auxiliary Services

Assists the principal in facilitating the safe arrival and departure of students at the beginning and close of the school day and addressing needs which may arise (e.g., preparing and following up on student discipline situations on school buses).

9. School and Community Relations

Assists the principal in:

- a. preparing articles/columns for the school newsletter.
- b. attending relevant meeting(s) of the parent support organization(s).

10. District Policies, Goals and Objectives

Assists the principal in reviewing and providing input into drafts of district policies and regulations.

TERMS OF EMPLOYMENT: Ten-month year and agreed upon number of days during the summer. Salary and stipend to be established within the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of the position will be evaluated annually in accordance with the Board's policy for the Evaluation of Professional Staff and the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: May 27, 1998

REVISED: September 2, 1998

****Asterisk indicates a summer performance task***