# ***BOISE SCHOOL DISTRICT***
# CERTIFIED
# Intern Principal

## Primary Function

The Intern Principal will support the Principal and Administrative team in fostering a learner-centered environment that prioritizes student needs, engagement, and personalized learning experiences. This role provides practical experience in managing school functions, promoting instructional strategies, and collaborating with educators to enhance student outcomes.

## Essential Duties and Responsibilities

- Foster a culture of continuous improvement and academic excellence among staff members;
- Support curriculum development and implementation in collaboration with teaching staff;
- Observe and provide feedback on classroom instruction and teaching practices;
- Assist in monitoring student progress and addressing academic needs;
- Fosters an innovative, progressive culture based on a commitment to continuous improvement;
- Demonstrating a personal and professional code of ethics;
- Assists in ensuring the efficient and safe use of the school and facility;
- Assists in creating a safe and productive learning environment for students and staff;
- Models and promotes respect for the diversity of student backgrounds, experiences, and learning approaches;
- Promotes a values-driven culture of equity and excellence;
- Maintains data and records in a safe and secure manner;
- Provides a safe, respectful and supportive school environment for students, staff, volunteers, and patrons based on district values;
- Participate in interviews when hiring new employees;
- Assist in onboarding and training new staff members;
- Support professional development initiatives for teachers and staff;
- Help address staff concerns and provide feedback on performance.
- Provides leadership, vision and inspiration to staff and students;
- Communicates to staff and community a clear vision of achieving excellence in a manner; consistent with the goals and objectives of the Boise School District;
- Is proactive in shaping the future of education in the Boise School District and the State of Idaho by promoting their school, the profession, and by publicizing success in education;
- Maintains high visibility and devotes considerable time to interact with students, staff, and the community;
- Encourages parent participation and active contributions within the school from all stakeholders.

## Competency Requirements

### Knowledge of:

- Understanding of educational leadership principles and practices, including school management, instructional leadership, and effective decision-making processes;
- Familiarity with various leadership styles and their impact on school culture and staff performance;

- Curriculum development and instructional strategies that promote academic rigor and challenge;
- Awareness of best practices for differentiated instruction and personalized learning to meet diverse student needs;
- Understanding of assessment and evaluation methods used to measure student performance and academic achievement;
- Familiarity with data-driven decision-making and the use of student data to inform instructional practices and school improvement strategies;
- Awareness of current trends and best practices in professional development for educators and school leaders;
- Strategies for supporting teacher growth, including coaching, mentoring, and training;
- Strategies for building positive relationships and partnerships that support student learning and school goals;
- State and federal education laws, regulations, and policies affecting school operations and student learning;
- Federal and State education law to maintain accreditation, IDEA, Section 504 and FERPA compliance;
- Boise School District policies and procedures and state and federal laws, and ensure they are followed.

**Ability to:**

- Align objectives and instructional activities to student's academic goals through effective planning;
- Demonstrate the desire and ability to lead and develop adults; exhibit willingness to engage in difficult conversations and make hard decisions;
- Articulate goals, milestones, and aligned set of actions that directly address complex problems;
- Manage time effectively, prioritize, and organize strategies to reach goals;
- Possess written and verbal skills to articulate points of view in a clear and concise manner, which is appropriate for and understood by intended audiences; and to build relationships with individuals at all levels, students, parents, and patrons;
- Exhibit professionalism, confidence and a sense of possibility, including when under pressure;
- Possess a leadership voice, inspire and lead through communication and presence;
- Demonstrate successful experiences in staff leadership, management, and teamwork principles, and the ability to effectively apply principles to support and advance organizational objectives;
- Hold self and other adults accountable for ensuring high academic achievement for every student;
- Form and facilitate multidisciplinary teams, to gain cooperation and buy-in of staff, stakeholders;
- Demonstrate instructional leader (i.e. ability to plan for instructional success; depth and breadth in pedagogy, ability to use data to drive student achievement).

## Qualifications

- Currently enrolled in, or successful completion of an Administrative Certification Program;
- Strong interest in school administration and leadership;
- Excellent organizational, communication, and interpersonal skills;
- Ability to work collaboratively with diverse groups of people.

## Essential Physical Abilities

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to engage in verbal conversation and to communicate effectively on the telephone and in person as well as in written communications;

- Ability to comprehend and interpret the meaning of words and respond effectively;
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work and assessments, prepare and review documents, and organize documents and materials;
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment, and to occasionally physically restrain a student to keep him/her from harming self or others when necessary;
- Personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 20 pounds;
- Job tasks require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.