



Job Title: Campus Administrative Intern

Exemption Status: Exempt

Reports to: Principal

Date Revised: May 2025

Dept. /School: Assigned Campus

Pay Grade: 100

Primary Purpose:

This position provides hands-on experience in school administration and the opportunity to contribute to the efficient operation of an elementary campus. This position encompasses a range of responsibilities supporting the school's administrative functions.

Qualifications:

Education/Certification:

- Bachelor's degree in education or a related field
- Master's degree in Educational Administration or Educational Leadership preferred
- Valid Teacher Certification
- Principal Certification preferred

Experience:

- Minimum of three (3) years of successful teaching experience

Special Knowledge/Skills:

- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite and other relevant software
- Demonstrated ability to work collaboratively in a team-oriented environment
- Ability to build effective relationships and create positive rapport with stakeholders

Major Responsibilities and Duties:

Leadership Support:

1. Assist the principal in providing leadership and direction for the school.
2. Collaborate with teachers, staff, and parents to foster a positive learning environment.

Administrative Tasks:

3. Manage administrative tasks, including scheduling, record-keeping, and data analysis.
4. Support in the development and implementation of school policies and procedures.
5. Student Discipline:
 - a. Address and manage student disciplinary issues in collaboration with teachers and the principal.
6. Promote a positive and respectful school culture.

Teacher Support:

7. Collaborate with teachers on instructional strategies and professional development.
8. Participate in classroom observations.
9. Parent and Community Engagement:
 - a. Foster positive relationships with parents and the community.
 - b. Participate in meetings and events to foster stronger connections between the school and the community.

**Curriculum Oversight:**

10. Assist in the oversight of curriculum development and implementation.
11. Support teachers in ensuring alignment between educational standards and instructional practices.

Safety and Security:

12. Contribute to maintaining a safe and secure school environment.
13. Collaborate on and ensure effective execution of emergency preparedness plans.

Professional Development:

14. Engage in ongoing professional development to stay current with educational trends and best practices.
15. Participate in relevant workshops and training sessions.

Budget and Resource Management:

16. Assist in budget management and resource allocation as directed by the principal.
17. Ensure efficient use of resources to support educational goals.

Data Analysis and Reporting:

18. Analyze student performance data and collaborate on strategies to improve it.
19. Prepare and present reports on school performance to relevant stakeholders.

Collaboration with School Staff:

20. Collaborate closely with other administrative, teaching, and support staff to achieve the school's goals.
21. Attend meetings and participate in collaborative decision-making processes.

Project Management:

22. Take ownership of assigned projects and initiatives to support school improvement goals.
23. Collaborate with various departments to ensure project timelines and objectives are met.

Student Assessment and Testing:

24. Assist with standardized testing and district assessments in collaboration with testing coordinators.
25. Assist in preparing and distributing test materials and ensure compliance with testing protocols.
26. Assist special education and support services to ensure accommodations are appropriately provided during assessments.

Event Coordination:

27. Assist in planning and executing school events, meetings, and conferences.
28. Coordinate logistics for parent-teacher conferences and other school-related gatherings.
29. Collaborate with the events team to ensure successful outcomes.
30. Perform all other duties as assigned.

**Supervisory Responsibilities:**

Provide supervision and administrative coverage while the Principal and Assistant Principal are completing other assignments and/or responsibilities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

Motion: Occasional sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work irregular or prolonged hours; districtwide travel

Mental Demands: Efficiently work with frequent interruptions; maintain emotional composure under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____