

Hobbs Municipal Schools Job Description

Position: Administrative Intern

Supervisor: Principal, Superintendent and Assistant Superintendents

General Job Description: The Administrative Intern will use leadership, supervisory, and administrative skills to assist the principal in his/her promotion of the educational development of each student.

Qualifications:

1. A master's degree or master's internship.
2. A valid New Mexico administrative license as required by the State of New Mexico or the ability to obtain one after internship.
3. Minimum of seven years experience in the field of public education, including experience as a classroom teacher.
4. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues thoroughly and keep initiative to improve the quality of education in the community.
2. Demonstrate instructional leadership.
3. Effectively manage the resources for which he/she is responsible, including personnel, finances, facilities, programs and time.
4. Demonstrate knowledge of and manage state and federal programs to meet the special needs of all students.
5. Supervise staff on the use of computers/technology as instructional tools.
6. Use supervision, staff development and performance evaluation to improve the overall educational program.
7. Embrace and encourage the acceptance of diversity.
8. Provide and maintain an environment where optimal student growth can take place.
9. Meet professional requirements and responsibilities.
10. Maintain familiarity with current educational issues through a process of ongoing personal development.
11. Demonstrate an understanding of the dynamics of the educational organization.
12. Use effective people skills to communicate.
13. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.
14. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Supervise all staff assigned to the school or building.
2. Supervise all other resource and ancillary personnel while functioning in assigned school.
3. Form and meet with or appoint individuals to meet with all committees (SAT, SIT, Parent Advisory, etc) in a consistent and timely manner.
4. Supervise extra curricular activities.
5. Be able to perform the essential duties of other employees in the building including custodial, instructional, and secretarial.
6. Implement Professional Learning Communities collaborative practices throughout the school.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be

required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.