

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Administrative Intern
Job Description

Reports to: Principal
Status: Exempt
Term: 212, 217 Days

Primary Purpose:

Assist the school principal in the overall administration of the instructional program and campus level operations; coordinate assigned student activities, services, growth. Actively engage in actions that contribute to the overall mission and strategic plan of Texas City ISD.

Qualifications:

Education/Certification:

Bachelor's degree from accredited university
Master's degree from an accredited college or university (preferred)
Valid Texas teaching certificate with required endorsements
Valid principal certification
Certified T-TESS appraiser

Special Knowledge/Skills:

Effective communication and interpersonal skills
Strong organizational skills
Thorough understanding of school operations
Ability to coordinate campus support operations

Experience:

Minimum of 3 years classroom teaching experience

Major Responsibilities and Duties:

1. Participate in the development and evaluation of educational programs.
2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts as appropriate.
3. Promote the use of technology in the teaching/learning process.
4. Promote a positive, caring learning environment.
5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
6. Communicate effectively with students, staff, and patrons.
7. Participate in the development of campus improvement plans with staff, parents, and community members.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Administrative Intern

Job Description

8. Assist the principal to develop, maintain, and use information systems to maintain records and track progress on campus performance objectives and academic excellence indicators.
9. Observe employee performance, record observations, and conduct walk through conferences for assigned staff.
10. Assist the principal in interviewing, selecting, and orienting new staff members.
11. Help plan daily school activities, including the development of class schedules, teacher assignments, and extracurricular activity schedules.
12. Supervise reporting and monitoring of student attendance, working with the attendance clerk and attendance officer on follow-up investigations.
13. Work with department heads and faculty to compile annual budget requests based on documented program needs.
14. Requisition supplies, textbooks, and equipment: maintain inventory records; verify receipts for materials.
15. Assist with safety inspections and safety-drill activities.
16. Coordinate transportation, custodial, cafeteria, and other support services.
17. Comply with federal and state laws, SBOE rules, Board policy, and regulations.
18. Ensure that students are properly supervised throughout the school day.
19. Help develop a student discipline management system that results in positive student behavior.
20. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
21. Conduct conferences on student and school issues with parents, students, and staff.
22. Articulate the school's mission to community and solicit its support in realizing goals.
23. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
24. Use appropriate and effective techniques to encourage parent and community involvement.
25. Share supervisory responsibility for professional staff with school principal, supervising staff members as assigned.
26. Manage and utilize data effectively for systemic process and program analysis.

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Administrative Intern

Job Description

27. Account for the accuracy and verification of all student program data and reports.
28. Implement data-driven decision making for improvement efforts based.
29. Manage and utilize policy effectively for maintaining systemic processes and practices.
30. Account for the verification of the correct policy regarding all decisions and correspondence.
31. Implement effective policy-driven decision making.
32. Exhibit TCISD Core Values of trustworthiness, respect, responsibility, fairness, caring, and citizenship.
33. Actively engage in actions that contribute to the overall mission and strategic plan of Texas City ISD.
34. Stay up-to-date professionally through the selection of quality professional learning opportunities for personal growth.
35. Research district policy, precedent, and current practices prior to taking action.
36. Participate as an effective team member who contributes to district, department, and content goals.
37. Demonstrates proficient levels of technology applications.
38. Participates fully in drills and safety exercises to provide for the safety and overall emotional wellbeing of students.
39. Utilize time wisely for effective management of job responsibilities.
40. Maintain punctuality in daily work times, appointments, and meetings.
41. Meet task completion deadlines established by supervisor.
42. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, and co-workers.
43. Work cooperatively with co-workers and supervisors to ensure that the goals of the school/department are met.
44. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
45. Support instruction in the classrooms as needed.
46. Perform other duties and accept other responsibilities as assigned.

Texas City Independent School District
P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Administrative Intern
Job Description

Supervisory Responsibilities:

Direct the work of assigned clerical/instructional aide(s).

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Effective communication; ability to maintain emotional control under stress; ability to work with frequent interruptions; ability to maintain concentration

Physical Demands/Environmental Factors: Occasional district-wide travel; frequent prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____