



# Northside Independent School District

## DEPARTMENT OF HUMAN RESOURCES

POSTING NUMBER: P0309131

### GENERAL EMPLOYMENT NOTICE

### ADMINISTRATOR INTERN

REPOSTED

**\*\*\*Open to Current NISD Staff Only\*\*\***

#### JOB SUMMARY

The Administrator Intern, under the supervision of the Campus Principal, is responsible for assisting the Principal in the overall administration of instructional programs and campus level operations.

#### EDUCATION AND CERTIFICATION REQUIREMENTS

- Master's Degree
- Texas Mid-management or Assistant Principal Certification.
- Minimum of three (3) years campus teacher experience.
- Minimum of two (2) years in instructional leadership roles.
- Successfully completed the Administrative Internship Management Program (AIM)

#### DUTIES AND RESPONSIBILITIES

1. Participate in development and evaluation of educational programs.
2. Participate in development of campus improvement plans with staff, parents, and community members.
3. Help principal develop and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators.
4. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
5. Assist principal in interviewing, selecting, and orienting new staff.
6. Supervise operations in principal's absence.
7. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
8. Assist with safety inspections and safety drill practice activities.
9. Comply with federal and state laws, State board of Education rules, and board policy.
10. Help to develop a student discipline management system that results in positive student behavior.
11. Participate in professional development to improve skills related to job assignment.
12. Articulate the school's mission to community and solicit its support in realizing mission.
13. Perform other duties as assigned by the principal.

#### WORKING CONDITIONS

##### **Mental Demands / Physical Demands / Environmental Demands**

Maintain emotional control under stress. Occasional District-wide and State-wide travel; frequent prolonged and irregular hours.

#### TERMS OF EMPLOYMENT

**SALARY:** Teacher Salary + Extra Days

**WORK DAYS:** 187

FOR HR USE ONLY  
PCN: TBD

**TYPE OF ASSIGNMENT:** Full-Time, Exempt

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at [www.nisd.net/hr](http://www.nisd.net/hr), and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department  
5617 Grissom Road  
San Antonio, Texas 78238  
(210) 397-8600

*Northside ISD is an Equal Opportunity Employer*