



**David Douglas School District #40
Licensed Job Description
Licensed**

JOB TITLE: TOSA – Elementary Administrative Intern

Reports To: Elementary Principal

Job Purpose Statement/s: The Elementary Administrative Intern is an aspiring elementary administrator whose primary purpose is to assist the Principal in the development of a positive school culture. This intern position provides candidates the opportunity to gain experience in building-level administrative skills by assisting the Principal with instructional leadership, operational leadership, assessment plans and family and community engagement and outreach.

Essential Job Functions:

- Commitment to Equity
 - **Demonstrate** knowledge and application of equitable practices
 - **Apply** an equity lens when developing practices and procedures
 - **Positively impact** educational experiences to celebrate diversity and culture
- Instructional Leadership
 - **Champion** and **lead** implementation of district initiatives
 - **Participate** in the development, implementation, and monitoring of the school improvement plan
 - **Facilitate** the intellectual and professional learning of teachers with a focus on improving student achievement
 - Facilitate training of classified staff
 - **Access** and **disaggregate** multiple sources of data to evaluate the effectiveness of instruction and interventions; provide data-driven support to staff
 - **Support** teachers in the implementation of Common Core State Standards and use of district adopted curriculum
 - **Support** teachers in the achievement of their professional goals by using coaching strategies that enhance teacher effectiveness
 - Facilitate Lesson Study
 - Co-planning with teachers
 - Modeling instructional strategies
 - Modeling student engagement strategies
 - Co-teaching and side-by-side coaching
 - **Provide** assistance to staff in implementing and developing successful student and classroom management strategies and routines
 - **Facilitate** or attend school leadership meetings. (i.e. Site Council, 100% meetings, 20% meetings, IPS/SIT meetings)
 - **Attend** PLT and grade-level collaboration meetings; provide support to these teams
 - **Network** with other TOSAs and Instructional Leaders and participate in ongoing professional learning
 - **Attend** all SAS meetings. Attend other meetings as required.
- Operational Leadership
 - **Support** recruitment, screening, hiring and training of staff, both licensed and classified
 - **Assist** in job performance evaluations of classified in accordance with district guidelines
 - **Assist** communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
 - Become familiar with and uphold the enforcement of school rules, discipline policy, and procedures and board policies

- **Work** closely with administrator(s) on student discipline issues
- **Communicate** with families and staff regarding student discipline and consequences
- **Work** with Administrator(s) to ensure that all school activities are adequately planned and supervised
- Family and Community Engagement and Outreach
 - **Develop, communicate** and **support** a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s).
 - **Attend** family and community after school events
- Building and District Assessment Plan
 - **Create** assessment schedules in collaboration with the principal
 - **Communicate** assessment protocols and testing security training to staff to ensure the successful administration of common assessments
 - **Ensure** all students participate in appropriate assessments for which they are eligible; ensure equal opportunity for all students
- Other
 - **Assume** the role of Teacher in Charge when designated by building principal
 - **Maintain** schedule flexibility for the needs of the position
 - **Meet** the state standards for competent and ethical performance
 - **Respond** to change productively and with a positive attitude
 - **Perform** other duties as assigned

Skills, Knowledge and/or Abilities Required:

- Skills to successfully lead in-service activities and training for staff; communicate effectively with students, parents, and staff
- Strong interpersonal and collaboration skills and the ability to create positive relationships with teachers, administrators, parents, and community members
- Ability to function as a positive collaborative member of a team
- Skill in technology and use of multiple data sources
- Knowledge of
 - Multi-Tiered Systems of Support (RTI, PBIS)
 - CCSS, NGSS, SBAC
 - PLTs/PLCs, assessment, feedback
 - Student discipline and classroom management
 - Best practices as it relates to working with each and every student, including ELL and SPED students
- Deep knowledge of and experience in: student engagement, research-based instructional practices, differentiated instruction, Culturally Responsive Teaching Practices (CRTs) and assessment driven instruction that result in student achievement
- Demonstrate the ability to communicate in a professional manner both orally and in writing
- Demonstrated strength in organization, communication skills and efficiency in meeting deadlines
- Demonstrated interest and engagement in professional learning and reflection

Job Requirements – Qualifications:

- **5 years of teaching experience at the elementary level (minimum)**
- **Complete and uphold CPI Certification or equivalent training**

Essential Physical Requirements:

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent

standing, walking, sitting and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

Education Required: Bachelor's Degree. Master's Degree preferred, Preliminary Administrator License (PreAL) or commitment to enroll in PreAL program preferred.

Licenses and or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural candidate preferred. Bi-Lingual candidate preferred. ESOL and/or Reading endorsements preferred.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.