

TITLE: **PRINCIPAL (Assistant) Intern – Training Position FLSA:EXEMPT**

QUALIFICATIONS:

1. Selection as Administrative Intern
2. All degree and experience criteria required for the Administrative Intern Program as well as performance requirements for eligibility are listed in the Sumter County Schools Human Resource Management and Development Plan.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal

SUPERVISES: Personnel as assigned by the principal

JOB GOAL: To provide administrative interns the opportunity (in a supervised setting) to perform all functions of the principalship required for Level II Certification (Florida School Principal Certificates). The position is intended to provide required training activities not reasonably present in the intern's normal duty assignment.

PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. Serves as principal in the absence of the principal.
- * 2. Assists the principal in the overall administration of the school.
- * 3. Participates in tasks and activities developed in Administrative Support Team meetings which are designed to enable the Intern to demonstrate strength in competencies and functions required for Level II Certification.
- 4. Performs such tasks and assumes responsibilities as the principal may from time to time assign.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually quiet to moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: *Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.*