

ADMINISTRATIVE TRAINEE

The operational responsibilities shall include but not be limited to the following under the supervision of the principal:

AREAS

1. Working with Students
 - A. Guidance & Counseling:
 1. Assist in developing and evaluating guidance and counseling policies and practices.
 2. Assist in testing program.
 - B. Discipline:
 1. Assist in developing discipline policies and procedures including the handling of referrals.
 2. Participate in conferences with parents and staff regarding student behavior and counseling needs.
 - C. Co-Curricular:

Assist in planning, development, supervision and evaluation of co-curricular activities.
 - D. Attendance:

Assist in developing, supervision and evaluating attendance policies and procedures.
2. Working with Faculty
 - A. Curriculum:

Assist in planning, review and evaluation of curriculum.
 - B. Supervision:

Assist in orienting new teachers and substitutes.

3. Working with Organization and Management of School

- A. Assist in development, supervision and evaluation of rosters, calendars, schedules, budgets, facilities, bulletins and forms.
- B. Assists in evaluation of staff.

4. Working with Community

Assist in development, implementation and evaluation of communications with public, outside agencies, volunteers, and parents.

5. Working Professionally

Continue professional growth through professional organizations, courses, workshops, inservice, or other activities.