

# CERTIFICATED

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## ADMINISTRATIVE TRAINEE

Primary Function:	To provide, through a variety of training experiences, assistance in the general operation of the school as delegated by the principal.
Directly Responsible To:	The building principal.
Directly Supervises:	Certain classified personnel as delegated by the principal.

## QUALIFICATIONS

1. Education
  - A. Possession of an Administrative or Standard Supervision Credential or Enrolled in an approved program toward same.
  - B. A valid California teaching credential authorizing service at the secondary level.
2. Experience

A minimum of two (2) years teaching and/or other certificated experience in the San Dieguito Union High School District.

## TERM OF TRAINING PROGRAM

An individual may remain in the position of Administrative Trainee on a particular work site for no more than two (2) years.

## COMPENSATION

The trainee will be placed on the appropriate level of the Certificated Salary Schedule as his/her training and experience determine. The Superintendent may authorize additional workdays to be paid on a per diem basis.

## APPOINTMENT

1. The candidate shall be elected by the Board of Trustees on the recommendation of the superintendent.
2. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the Superintendent.

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### OPERATIONAL RESPONSIBILITIES

The superintendent is authorized to develop a job description for the Administrative Trainee that will define specific areas of responsibility.

## 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.