

**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.

**OPERATIONAL RESPONSIBILITIES**

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