

TITLE: **Principal Intern**

QUALIFICATIONS: Possess a Louisiana Teaching Certificate and be enrolled in a Master's Degree Program leading to certification in Administration and Supervision; take a minimum of six (6) semester hours per year and complete certification requirements for Principal in four years.

GOAL: To assist the principal in administration and supervision

SPECIFIC RESPONSIBILITIES:

A. Contracts and relationships

1. Supervisory

a. Supervision received

1. Directly: Principal
2. Indirectly: Advisory personnel

b. Supervision exercised

1. Directly: As assigned by the principal
2. Indirectly: N/A

2. Organizational

a. Internal

1. Continuous contact with faculty and principal
2. Frequent contact with students and central office personnel
3. Occasional contact with Superintendent

b. External

1. Continuous contact: N/A
2. Frequent contact with parents and vendors
3. Occasional contact with civic and academic organizations

B. Functions

1. Planning

- a. Plan program of self-improvement and professional growth
- b. Plan a program to include parent participation in school activities
- c. Develop a character counts program for students
- d. Assist in developing hands-on activities for student learning
- e. Assist in assessing annual budgetary requirements for the school for processing by the principal
- f. Coordinate curriculum to improve test scores
- g. Plan for management of the operations and resources to promote a safe, orderly learning environment

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2. Implementation
 - a. Assume the responsibility of the principal in his absence
 - b. Implement characters counts program
 - c. Provide for improvement of the instructional programs
 - d. Prepare and submit statistical reports upon request
 - e. Implement plan to organize and manage resources to promote safe, orderly learning environment
 - f. Foster positive relations with parents and community
 - g. Maintain a positive school environment where good student discipline is the norm
 - h. Perform all other assignments made by the principal
3. Control
 - a. Maintain appropriate records for audit
 - b. Monitor procedures relative to job performance
 - c. Revise aforementioned procedures under the supervision of the school principal
 - d. Evaluate faculty and staff upon request
 - e. Assist in monitoring school financial statements
 - f. Assist in evaluating school effectiveness

Employee's Signature

Date