



RIALTO UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE INTERN Job Description

BRIEF DESCRIPTION OF POSITION:

Assists the principal in performing functions which meet the requirements of Specially Funded Programs as set forth in Federal, State and local guidelines.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists the principal in developing and implementing all aspects of Federally Funded Programs in accordance with local, state and federal guidelines; and may assist in the general operational duties at the site as directed by the principal.
- Responsible for all Categorical Projects at the site which includes needs assessment, budget, development of objectives, implementation and evaluation of the program;
- Prepares school for and participates in Federal Program Monitoring, (FPM);
- Assists principal and teachers in the testing and placement of students in specific program components and monitors the continuous progress of project students;
- Recruits parent/community volunteers and ensures their involvement in project planning;
- Provides effective in-service programs for teachers, teacher aides, volunteers, and parents;
- Functions as a resource person to the staff;
- Gathers required data, prepares accurate reports, and monitors project compliance with all applicable regulations;
- Disseminates information to relevant publics through a planned community relations to outreach program;
- Coordinates/attends activities of site parent advisory committee, District Advisory Committee meeting, and other related meetings;
- Assists in acquisition of program materials and equipment; and
- Performs other duties as assigned by the principal.

PHYSICAL CLASS:

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

WORK AREA REQUIREMENTS:

Ability to traverse any part of a 40 acres including construction site, campuses, fields, and concrete/asphalt areas. Ability to use common school hand tools, computer, telephone and photocopy machine.

PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low

PHYSICAL REQUIREMENTS – continued:

Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly		
Team work:	Constantly		
Frustration:	Moderate - depends on the time of year		
Repetitive tasks:	Yes, signature		
Level of responsibility:	High		
Must keep up with schedule:	High		
Able to work extended hours as needed:	High		
Dealing with upset employees, parents, community members:	Moderate		

PHYSIOLOGIC FACTORS

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

DISTRICT REQUIREMENTS:

Teaching Credential
Master's Degree
Five (5) years experience as a Teacher
Fingerprints on file as required by State Law
TB Skin Test as required by State Law