DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	Administrative Intern	**Wage/Hour Status:**	Exempt
Reports to:	Campus Principal	**Dept. /School:**	Assigned Campus
Pay Grade/Days:	AP4/217 Days	**Date Revised**:	7-28-26

Primary Purpose

This position serves as an instructional and administrative leader while completing a campus leadership internship under the direction of the campus principal, assisting in directing and managing the instructional program, campus operations, student services, and personnel while developing the knowledge and skills necessary to serve effectively as an assistant principal. The individual in this role will also participate as a designated member of the district's Aspiring Assistant Principal Program, an accelerated, personalized development pathway for high-potential assistant principals preparing for the campus principalship; this includes engaging in year-long, individualized projects and learning experiences designed to build the knowledge, skills, and dispositions necessary for effective campus leadership as a principal, attending periodic cohort meetings, coaching sessions, and professional development activities associated with the program in addition to regular assistant principal meetings, and engaging in ongoing reflection activities to assess growth and identify continued development needs toward readiness for the principal role.

Qualifications

Education/Certification:

- Master's degree in Educational Leadership (or currently enrolled in an accredited Educational Leadership master's program); alternatively, a master's degree in another field paired with a valid Texas Principal Certificate (or current enrollment in a Texas-approved principal certification program)
- Current T-TESS (Texas Teacher Evaluation and Support System) appraiser certification required; if not already certified, must obtain certification upon hire

Special Knowledge/Skills:

- Knowledge of campus operations
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Ability to implement district policies and procedures
- Ability to interpret student performance and operational data
- Knowledge of student discipline laws and procedures
- Knowledge of ARD, Section 504, and LPAC processes
- Excellent organizational, communication, and interpersonal skills

Experience:

- Minimum of two years of successful classroom teaching experience
- Demonstrated instructional leadership experience preferred

Major Responsibilities and Duties

Instructional Management

1. Assist the principal and assistant principals in implementing and supporting the instructional program to improve student achievement.
2. Conduct classroom observations and walkthroughs and provide instructional feedback and coaching under the supervision of campus administration.
3. Reinforce expectations for staff performance regarding instructional strategies and classroom management.
4. Participate in and facilitate Professional Learning Communities (PLCs), instructional planning meetings, and professional learning activities.

School/Organizational Improvement

5. Assist in planning and implementing programs to support the attainment of the campus mission and goals.
6. Participate in the development and implementation of campus improvement plans with staff, parents, and community members.
7. Assist the principal in developing, maintaining, and utilizing information systems to monitor campus performance objectives and academic achievement.

Student Management

8. Assist with campus student discipline in accordance with district policies, state laws, and the Student Code of Conduct.
9. Conduct conferences with students, parents, and teachers regarding academic, attendance, and behavioral concerns.
10. Participate in Admission, Review, and Dismissal (ARD) committee meetings, Section 504 meetings, and Language Proficiency Assessment Committee (LPAC) meetings, as assigned.
11. Assist in monitoring student attendance and implementing intervention strategies to improve attendance and student success.
12. Ensure students are adequately supervised during instructional and non-instructional periods.

Administration and Fiscal/Facilities Management

13. Assist with daily campus operations under the direction of the principal.
14. Assist in planning and scheduling daily school activities, including teacher assignments, campus testing, extracurricular activities, and special events.
15. Assist with coordinating operational support services, including transportation, custodial, and cafeteria services to meet campus needs.
16. Comply with district policies and state and federal laws and regulations affecting schools.

Personnel Management

17. Participate in teacher observations, coaching conversations, and evaluation activities as assigned.
18. Assist the principal in interviewing, selecting, onboarding, and supporting campus staff.

School/Community Relations

19. Support and promote the campus mission while fostering positive relationships with students, staff, parents, and community members.
20. Demonstrate awareness of school-community needs and participate in activities that encourage family and community engagement.

Other

21. Follow district safety protocols and emergency procedures.
22. Perform other duties as assigned by the campus principal.

Supervisory Responsibilities

May supervise students and direct the work of teachers, paraprofessionals, administrative assistants, custodians, and other campus personnel as assigned by the principal.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (under 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name

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Employee Signature

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