



**Oxnard Union
High School District**

District of Scholars, Achievers, Champions

ADMINISTRATIVE INTERN

Revision Date: 08/24/11

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Principal or Assistant Superintendent, the Administrative Intern will gain knowledge of the general administration of a school or district-level Division.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Assists in accounting for "no shows" in September. E
- b. Participates in student registration in the spring. E
- c. Assists in planning commencement in June. E
- d. Conducts parent conferences regarding discipline. E
- e. Assists Athletic Director in scheduling games, buses, etc. E
- f. Serves on local curriculum committee. E
- g. Assists in preparation of school budget. E
- h. Assists in preparation of summer work orders. E
- i. Maintains master activity calendar. E
- j. Assists in developing master schedule of classes. E
- k. Assists with testing program- TAP, Physical Fitness, Minimum Proficiency, PSAT, STAR, and CAHSEE. E
- l. Assists in planning for WASC Review. E
- m. Assists in updating the SARC. E
- n. Assists in planning and preparation for Back-to-School Night and Open House. E
- o. Assists in campus supervision. E
- p. Participates on school guidance committee. E
- q. Participate in Special Education IEP meetings. E
- r. Participates in PFO/PTSA meetings. E
- s. Participates in weekly administration meetings as approved by the Principal or Assistant Superintendent. E
- t. Participates in department chair meetings. E
- u. Assists in implementation of student services programs (i.e., substance abuse prevention and dropout prevention). E
- v. Participates in site collaboration meetings. E
- w. Develop and present a portfolio of experience at the end of the school year. E
- x. Performs such other tasks as assigned. D

REQUIREMENTS:

WORK YEAR:	Certificated Work Year
CREDENTIAL:	Current valid Administrative Credential or Participation in Tier I preparation program; or Valid basic California Teaching Credential; OR Pupil Personnel Services Credential
EDUCATION:	Master's Degree or equivalent
SALARY:	\$ 2,000 Stipend