

## **Position: Building Manager TOSA (Teacher on special assignment)**

### **POSITION SUMMARY:**

The Administrative Intern shall be responsible for the leadership and management of the educational program to maximize student learning at the assigned school under the supervision of the school principal. Administrative interns are expected to mentor and model effective procedures for the operation and functioning of the school consistent with the philosophy, mission, values, goals and strategic plan of the school district. This includes instructional programs, co-curricular activities, and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations and emergency procedures. Administrative Interns shall be responsible for functions assigned by the Principal and/or Assistant Superintendent.

The Administrative Intern will also serve as an Instructional Coach. The Admin Intern will assist the building leadership team and classroom teachers by providing coordination and facilitation of effective professional learning practices and ongoing job-embedded professional and instructional coaching support. The Admin Intern will also provide technical support to collaborative teams as they respond to the four critical questions of student learning.

### **PRIMARY JOB FUNCTIONS MAY INCLUDE:**

- Assist the principal as directed in the overall operation of the school and serve as a building instructional leader supporting a culture focused on learning and continuous improvement
- Establish a professional rapport with students and staff. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model.
- Assist with supervising the instructional programs of the school on a regular basis to ensure the use of effective instructional strategies, content and materials consistent with research on learning and child growth and development.
- Monitor student progress and outcomes. Work with staff to improve student learning and achievement.
- Establish and maintain effective communication and public relations with faculty, staff, students, parents and community members through all programs and activities.
- Ensure compliance with all laws, school board policies and procedures, building policies and procedures.
- Ensure a safe, orderly environment that encourages staff and students to take responsibility for behavior and creates high morale among staff and students
- Assist leadership teams and teachers with:
  - Facilitation of collaborative inquiry and school data teams.
  - Gathering, analyzing, and interpretation of data.
  - School Improvement and instructional program support:

- Facilitate and promote a system of standards based instruction and grading.
    - Facilitate deconstruction of Washington Learning Standards.
    - Coordinate the development and application of common formative assessments.
    - Promote and coordinate the implementation of research based instructional strategies.
  - Peer Coaching
- Assist with planning school improvement and professional learning
- Provide coaching support:
  - Work with individual teachers in developing “Research based and Instructional Strategies” planning.
  - Observe classroom teaching.
  - Conduct collaborative conversations with teachers.
  - Facilitate mutual problem solving to assist teachers in implementing and mastering new teaching practices

*Note: Coaching is a **non-evaluative**, learning relationship between an instructional coach and a teacher with the goal of learning together, thereby improving instruction and student achievement.*

- Participate in professional development workshops, activities and seminars.
- Other duties as assigned.

## **JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):**

### **Required:**

- Certified as a Principal in the State of Washington or enrolled in a program to obtain certification
- Proven expertise and commitment to best practices and continuous improvement
- Strong skills in communication, problem solving and public and interpersonal relations
- Possess exemplary professional ethics and personal integrity
- Technologically proficient
- Knowledge of and experience with effective instruction and assessment
- Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
- Demonstrates an appreciation of diversity in all interactions and job functions.
- Three years of successful classroom teaching experience
- Ability to facilitate groups towards a common goal