

Job Description

Position: Administrator: Administrative Intern

Subject Area: Elementary - Kindergarten - Grade 5

Job Title: Administrative Intern

Guadalupe Centers Charter Schools are a free, open enrollment, public charter school currently serving students in Pre-K and grades K-12. Guadalupe Centers Charter Schools are part of the Guadalupe Education System (GES) under Guadalupe Centers, Inc. It is sponsored by the University of Central Missouri. The vision of GES is to empower students to succeed in college and their chosen professions by providing a rigorous and enriching learning experience that develops highly educated, socially conscious, culturally competent, contributing members of society.

Job Description:

Prospective applicants must be committed educational leaders responsible for using leadership, supervisory and administrative skills to assist the principal in promoting the educational development of each student. The ideal candidate has a passion for working with children from diverse backgrounds in an urban setting.

Primary Responsibilities:

Assist the school principal in providing effective leadership to school staff and students in all **areas** of the school's program and responsibilities.

Provide leadership in fostering a positive and safe student-centered school climate.

Use data-driven decision making to improve school and student outcomes.

Utilize shared decision-making processes to determine and accomplish the building's mission and goals.

Possess excellent skills in written and verbal communication and communicate effectively with students, parents, colleagues and community members.

Supervise and evaluate school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.

Implement policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.

Assist in the design and implementation of programs to meet the specific needs of students within the school.

Maintain high standards of student conduct and enforce discipline as necessary with the purpose of providing a safe and optimal learning environment.

Plan and supervise the school's emergency plan and respond to emergency situations for the purpose of resolving immediate safety concerns

Serve as a positive role model for the purpose of demonstrating professional and ethical **standards** when dealing with students, parents, colleagues and community members.

Specifically responsible for the following:

- **Student attendance**
- **Student discipline**
- **Building and Program Scheduling**
- **Facility/Custodial Management/Coordination**
- **Coordination of Substitute Teachers**
- **Work with Student Services Director on**
 - **Transportation issues**
 - **Provides leadership for school safety committee**
- **Oversees Building-Level Purchase Order Process**
- **LEA representative for IEP/504 processes/meetings**
- **And other managerial tasks as assigned by Building Principal**

Assume administrative responsibilities of the school in the principal's absence.

Perform various other duties as assigned for the purpose of serving students and staff needs and ensuring the efficient and effective functioning of the school.

Qualifications:

Bachelor's Degree in Elementary Education from four-year college or university

Master's Degree in School Administration

4+ years of certified teaching experience

Administrative experience preferred but not mandatory

A valid Missouri Administration Certificate or ability to obtain

Able to pass extensive background check and drug **screening**

Compensation:

Placement on Teacher Salary Schedule + 15 additional contracted days

GUADALUPE CENTERS, INC. conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities' individuals with disabilities and veterans to apply to all of our job openings. We are Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.

APPLY BY:

PLEASE COMPLETE AN APPLICATION WHICH MAY BE FOUND AT WWW.GUADALUPECENTERS.ORG UNDER *EMPLOYMENT OPPORTUNITIES*. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH A COPY OF TRANSCRIPT(S), AND CERTIFICATION(S) TO YOUR APPLICATION. OTHER ATTACHMENTS SUCH AS COVER LETTER OR RESUME CAN ALSO BE UPLOADED AND ATTACHED TO THE APPLICATION.