

Sioux Falls School District 49-5

**JOB DESCRIPTION**

**DEPARTMENT:** Employment Contract

**JOB TITLE:** Administrator Intern  
(Level Y; 208 Day Calendar)

**REQUIREMENTS:**

**A. Education Level:** **Preferred** - Master's degree in an approved program which qualifies for principal certification with the state of South Dakota. Undergraduate or graduate emphasis in Special Education.

**Minimum** - Enrolled in a Master's degree program eligible for degree completion and South Dakota principal certification within two years of hire.

**B. Experience:** A minimum of three years' teaching experience.

**C. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking, writing. Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.

**D. Other Requirements:** Excellent verbal and written communication skills. Knowledge of the best educational practices and effective schools research.

**REPORTS TO:** Assigned Building Principals

**RECEIVES GUIDANCE FROM:** Superintendent  
Assistant Superintendents  
Directors

**DATE:** August 2014

