



# Human Resources - Series 5000 Procedure Administrative Interns – 5420P

## **Administrative Internship Procedures**

The following procedures have been developed to provide general guidance for the Peninsula School District elementary and secondary school administrative intern program. It is hoped that through these procedures the field experiences of prospective administrators will become more uniform within the district and provide that interns working in the district will be exposed to the multitude of daily administrative field experiences that will lead to the granting of the appropriate administrator credential. Any question related to the interpretations of the policy shall be directed to the chairperson of the Intern Committee.

## **Purpose of the Administrative Internship Program**

The Peninsula School District administrative internship program is designed to fill two purposes. First, it should be a carefully planned set of field experiences to properly prepare an administrative intern for a position of administrative leadership and help meet the requirements for an initial administrative credential. Secondly, the internship must benefit the Peninsula School District and not merely be the final step in a candidate obtaining an administrative credential. Prospective interns are encouraged to meet with the Intern Committee prior to beginning a preparatory program leading to an administrative credential. Should any candidate, or prospective candidate, fail to meet committee criteria for acceptance to the program on one of the above stated purposes of the intern program, their application for admittance to the administrative intern program shall be denied.

## **Intern Committee**

1. **Membership and Terms of Office:** The Intern Committee shall be composed of five (5) persons. The chairperson shall be the administrator in charge of K-12 Education Programs. The district's administrators responsible for Student Services, Curriculum and Staff Development or Human Resources shall be committee members on an alternating schedule. Other committee members shall comprise one elementary and one secondary principal, to be appointed by the chairperson. Principals shall serve two-year terms. Terms of office on the Internship Committee will be staggered to ensure continuity. Terms of office shall commence on January 1<sup>st</sup> of each year.
2. **Voting:** Recommendation of the committee will be made by the consensus of the committee.
3. **Relationship to Colleges or Universities:** The Peninsula School District Intern Committee shall work closely with the colleges and universities to plan a

meaningful field experience program for each administrative intern accepted into the Peninsula School District program. The Intern Committee shall not attempt to restrict intern requirements, but will provide general guidance to all interns working in the PSD.

4. Duties: The Intern Committee has the prerogative of accepting or rejecting all prospective administrative interns, even if they have already begun a college or university program leading to an administrative credential. The Intern Committee has no obligation to accept as an intern any candidate who they believe does not have high potential as a prospective administrator. The committee has the authority to recommend an alternative school placement for any candidate accepted in the PSD internship program.
5. Meetings: The Intern Committee will convene on the call of the committee chairperson. This date will be set after receiving all required information from persons seeking to apply for district internship programs for the following school year. The committee shall:
  - a. Receive and review each letter of application.
  - b. Review candidate's credential file.
  - c. Interview candidates.
  - d. Interview, as necessary, other persons relevant to candidate's application.
  - e. Seek other written information on candidate, if required.
  - f. Act on each candidate's application.
  - g. Submit a written recommendation to the Superintendent regarding the approval or rejection of each candidate's application.
6. Timeline: The Intern Committee chairperson shall be responsible for setting all meeting dates. Recommendations to the Superintendent regarding each candidate's application shall be made before May 1st. The Superintendent shall notify all candidates as to whether their application to the program has been accepted or rejected by May 1st. In the case where a candidate's application is denied, the candidate may submit an application to the Intern Committee the following year.

### Application Procedures

Prior to applying with the district for acceptance to the intern program, the candidate should discuss his/her intentions of completing an internship with his/her immediate supervisor. Candidates desiring to do an administrative internship in the PSD must obtain an application form from the K-12 Education Programs office. The application form is to be submitted to the Academic Officer for review and forwarding to the Superintendent. A letter explaining the candidate's qualifications and personal education goals for the future must accompany the application form. All applications for administrative internships are to be submitted to the Intern Committee by the posted date of the year prior to the desired internship year, but under no circumstances will internships be approved after May 1st.

## Candidate Qualifications

Any person desiring to complete an administrative internship in Peninsula School District should meet the following criteria:

1. Must have completed a master's degree or be currently enrolled in a master's degree program.
2. Be enrolled in a college or university program designed to satisfy the administrative certification requirements for Washington State.
3. Must have demonstrated three years of successful teaching experience. Two years of this experience must have been in the Peninsula School District.
4. Must have demonstrated the following:
  - a. Effective teaching skills.
  - b. Leadership potential through professional or community activities.
  - c. Above average academic credentials.
  - d. Organizational skills.
  - e. Cooperates with students, parents, certificated and classified staff and District administrators effectively.
  - f. Communicated effectively orally and in writing.

## Admittance to Intern Program

The Committee will determine admittance to the Peninsula School District Intern Program by evaluation of the following considerations:

1. Projected needs of the Peninsula School District.
2. Review of candidate's academic preparation.
3. It is recommended that the internship be served in the building from which the application was received. An exception to this would require endorsement from the intern applicant's home building and the internship building's administrators.
4. Review of the quality of the candidate's educational experiences.
5. Candidate's potential for growth or change.
6. Must receive endorsement from the administrator(s) (at secondary level, all administrators in the building must agree to support candidate's internship).
7. Candidate's interview with the Intern Committee.
8. Other data which the candidate or the committee believes would be beneficial in making a determination regarding program admittance.

## Intern Positions

The maximum total number of assigned interns shall be five (5) in any one (1) school year. Unfilled intern positions shall not carry over to subsequent years. (In the event of District cutbacks in staff and funds, the number of internships offered may also be reduced.) If an intern is approved one (1) year and does not serve, there is no carryover of the approval to a subsequent year.

## Responsibilities of Supervising Administrator

The supervisor(s) for the administrator intern will be responsible for:

1. Insuring that the intern is provided with learning experiences.
2. Meeting with the intern before August 15 of the internship year to schedule appropriate activities from the Intern Program Activity and Assignment list.
3. Monitoring intern's progress and providing regular feedback to intern.
4. Presenting intern to staff in a way which supports the intern's ability to function in the administrative role.
5. Maintaining contact with the university supervisor.
6. Completing a report at the conclusion of the internship which honestly reflects his or her conclusions about the intern's ability to function as a principal / administrator.
7. Helping the intern become involved in experiences which will permit meaningful interaction with a variety of people in the District.
8. Will complete the Mid-Year and Final Evaluation forms.

The supervising administrator shall be responsible for ensuring that interns are provided learning experiences in all areas of the field experience activities. The administrator will meet with the intern to select the appropriate activities and establish a recommended calendar of completion of the various field experiences. This calendar shall be completed by August 15<sup>th</sup> of the intern year and copies provided to the intern and the chairperson of the Intern Committee.

Any Peninsula School District administrator has the right to not accept an intern. The District shall make every effort possible to reassign the candidate to a building / department where an administrator will be willing to supervise the candidate during the course of the internship program. Interns will be placed only in internships with experienced administrators who will provide guidance to the intern and serve as a positive and effective role model.

## Intern Responsibilities

The administrative intern will be responsible for meeting all school district and college requirements. Interns are expected to be involved in the program for one week prior to the start of school until one week after the close of the school year in the spring. There will be no additional compensation for the additional two weeks.

Because the program is offered for the benefit of the intern, it is expected that the intern's work preparation will have to be outside of the work day. Time not present in the normal work situation should be devoted to internship responsibilities. Interns, by the nature of the program, must spend time beyond the regular work days, as requested by the supervising administrator and shall receive no monetary compensation for additional time resulting from working on internship programs and activities.

### Released Time

The Peninsula School District recognizes that some activities of the internship will require the intern to attend meetings or to complete assignments during the school day. To assist in the completion of these tasks, the district may allow up to ten (10) full days of released time at no loss of pay to each intern. It is also realized by the Peninsula School District that released time is important to a successful internship. Additional time may be provided as possible in so far as it does not interfere with the building's instructional program. This released time is to be arranged by the supervising administrator and approved by the Academic Officer for K-12 Education Programs. State support of administrative internships may also be used to support internship activities and released time. In the event of a levy failure, the District supported leave time would be reduced or eliminated.

### Length of Internship

An administrative internship shall generally be the length of one school year. However, the committee may consider other kinds of internships (i.e., summer school program, etc.) or may recommend or approve extending an internship beyond one school year.

### Administrator Assignments

The Peninsula School District does not assume any responsibility or commitment to the placement of the intern into administrative positions following completion of the internship and the awarding of an initial elementary or secondary principal's, program administrator's or Superintendent's credential.

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