
I N T E R N S H I P S

- 1) The following procedures shall be followed in the selection of administrative interns:
- 2) By January 15 of each year, the Human Resources Director shall advise all staff of the opportunity to apply for administrative internships. Application packets which contain a formal application, all other required application materials, and intern program descriptions will be available upon request in the district Human Resources office.
- 3) A complete application and accompanying required materials must be submitted to the Human Resources Director no later than February 15. Additional applications required by the Office of the Superintendent of Instruction for grants or other purposes are the sole responsibility of each intern candidate.
- 4) A screening committee shall review all applications and recommend candidates for administrative internships for the following year. The committee will include the following personnel:
 - Human Resources Director
 - Director of Special Services
 - Assistant Superintendent
 - Administrator in charge of principal evaluation
 - Building Principal(s) representative of the level at which the interns would serve
 - Former Administrative Intern
- 5) Through examination of the applicant's credentials, application, and references, and through examination and/or personal interview, a screening committee shall determine whether the applicant is qualified for an administrative internship. Interviews should be constructed in such a way to reflect the job description of the administrative position for which the internship is being performed.
- 6) The recommendation of the committee will be submitted to the Superintendent for approval.
- 7) All candidates will be notified in writing of their status by March 15.
- 8) Individuals approved for consideration for internships will be scheduled for internship assignments when and where it will be most advantageous for the district and provide the intern with experiences relevant to the type of administrative position that may eventually be sought.
- 9) Following selection, the intern and his/her supervisor/mentor will set objectives and plan appropriate activities dealing with specific areas relevant to the particular school or program administrative position in which the intern will serve.



PROCEDURE ESTABLISHED March 22, 2004