

## **Procedure Administrative Internships**

The following procedures will be followed in the selection of interns for administrative or supervisory positions:

- A. A screening committee will be appointed to assist in the selection of administrative interns. Classroom teachers may be included in the membership of a screening committee;
- B. Through examination of the applicant's credentials and through examination and/or personal interview, a screening committee will determine whether the applicant is qualified for consideration as an intern for an administrative position. and
- C. The individuals recommended for consideration as interns will be scheduled for internship assignments when and where it will be most advantageous to the district.

Following selection, the intern and his/her supervisor will set objectives and plan appropriate activities dealing with such areas as: personnel, curriculum, community relations, student relationships, finance, non-instructional operations and facilities.

Adoption Date: 06.15.16  
Kittitas School District  
Classification: Discretionary  
Revised Dates: