



Snoqualmie Valley

School District

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Snoqualmie Valley School District Administrative Internship Program

The Snoqualmie Valley School District offers an Administrative Internship Program to provide specific training opportunities for qualified candidates working toward a Washington State Principal or Program Administrator credential. Only individual accepted as a result of the District selection process and approved by the Superintendent may serve as an Administrative Intern in the District. It is recommended that you apply for an administrative internship prior to entering a University program; this will ensure your eligibility for an internship if you choose to complete your program in SVSD.

The District Administrative Internship application is available on the HR Forms page of the District website.

The only financial support available to Administrative Interns is through the Washington State funded Education Leadership Intern Program. Funding for this grant is contingent upon state legislative approval. Applicants must be accepted through the District selection process to be eligible to apply for the state grant. The link to the application for the state grant can be found on the AWSP website.

Intern Candidate Requirements

1. 3+ years of successful teaching and/or ESA experience, 1+ of which is in SVSD
2. At least 50% of coursework complete at time of internship
3. Submit completed application for consideration

Mentor Requirements

1. In at least 2nd year as Principal or Program Administrator in SVSD
2. Only 1 intern per year

Acceptance into SVSD's Administrative Internship Program is dependent on demonstrated competence in the following areas:

- Leadership ability
- Instructional skills and an understanding of the instructional process
- Human relations skills
- Integrity, initiative and judgment
- Written and oral communication skills
- Ability to think, plan, organize and follow-through
- Motivation and the ability to motivate others

If you have any questions please contact Beth Porter, Executive Director, Human Resources at 425.831.8003 or porterb@svsd410.org.

**Snoqualmie Valley School District
Administrative Internship Application Requirements**

Requirements

1. Administrative Internship Application
2. A cover letter describing your interest in becoming an administrator, your professional goals, skills and characteristics, and how these will contribute to you becoming an effective educational leader.
3. A written response to one of the following, no more than two pages in length. Be sure response indicates the question you are answering.
 - a. Describe your vision of high-quality teaching and learning and the school improvement strategies you would use to facilitate the realization of that vision.
 - b. Educational leaders must ensure an equity of access to rigorous, high-quality instruction for all students. Please describe one example from your practice that demonstrates your ability to act as a leader committed to equity and excellence for all students.
 - c. Educational leaders use data to inform instructional and leadership decisions. Please describe two of your strengths related to inquiry and data-informed decisions, and at least one area for growth for you in this area.
4. Résumé that minimally includes:
 - a. All degrees/certifications earned, the institution, date earned and major/minor when applicable.
 - b. All teaching experience, including district, school, grade/subject and dates.
 - c. School and District leadership experience.
 - d. Other relevant experience, if applicable.
 - e. At least 3 references, including current supervisor.
5. Confidential recommendation (see last page of this document) from your current principal or administrator sent directly to Beth Porter, Executive Director of Human Resources.
6. Letter of acceptance from the college or university you will attend.

Timeline

The District provides a rolling approval process for Administrative Interns. Candidates submitting a completed application will be contacted, generally within two weeks, to schedule an interview.

The State's Administrative Intern Grant has its own timelines, and it is the candidate's responsibility to know and meet those timelines.

**Snoqualmie Valley School District
Administrative Internship Application**

Complete this form electronically by typing responses in the open cells of each table.

Personal Information

Name		Work Phone	
Current School		Grade/Subject	

Internship Information

Administrative program University	
# of credits completed towards certification at end of current school year	
# of credits yet to be completed towards certification at end of current school year	
Requested internship dates	
Internship experience preference (elem, MS, HS, or program administrator)	

Evaluation History

By initialing here, I am confirming that my last 3 years of evaluations have a score of proficient or higher on each component.	
If your last 3 years of evaluations were not in Snoqualmie Valley, please list the district(s) they were in and include the evaluations in your packet. (SVSD evals do not need to be attached)	

Tentative Administrative Sponsor

Name		Title	
School		Phone Number	

Give your Administrative sponsor the recommendation form at the end of this packet and have that person return the form directly to Beth Porter, Executive Director of Human Resources.

Signature

I certify that the information listed on this application and accompanying materials is accurate and true.

Signature

Date

District Approval

I approve participation for this candidate in the Administrative Internship Program with the Snoqualmie Valley School District,

Signature

Date

**Snoqualmie Valley School District
Administrative Internship Application—Administrative Sponsor**

Candidate Information, completed by candidate

Administrative Intern Candidate	
School	
Administrative Sponsor	
Title	

Administrative Sponsor

Please complete the information below and return to Beth Porter.

	Yes/ Consistently	With Reservations/ Sometimes	No/Rarely
I would be happy to have this person work with me as an Assistant Principal next year.			
Does this person exhibit strong building level leadership?			
Does this candidate exhibit strong instructional skills?			
Does this candidate demonstrate fairness and act with integrity in all professional situations?			
Does this candidate demonstrate flexibility in responding to challenging situations?			
Does this candidate demonstrate a commitment to continuous professional improvement?			
Does this candidate have 3+ years of Proficient or higher ratings on all components of their evaluation?			

Note: Feel free to comment on any of the above ratings on another page or the back of this page.

What area of growth is more important for this candidate during the internship?

Why are you most looking forward to this candidate serving as an administrative intern?