

ADMINISTRATIVE INTERNS: 5590P

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

- A. By December 15 of each year, all staff members will be advised of the process and timeline for applying for consideration for an administrative internship.
- B. A screening committee shall be appointed to assist in the selection of administrative interns. The membership should adequately represent the various levels within which the prospective administrator will work. Classroom teachers may be included in the membership of a screening committee.
- C. Through examination of the applicant's experience, credentials and a personal interview, a screening committee shall determine whether the applicant is qualified for consideration as an intern for an administrative position. The screening committee shall be supplied with statements of criteria which relate to the specific job description. The screening committee shall interview prospective interns on the basis of specific criteria for the position. The committee shall maintain a set of notes which can be used as the basis for arriving at recommendations.
- D. The individuals recommended for consideration as interns shall 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, and that meet the needs of the college/university administration preparatory program requirements.