

ADMINISTRATION

Administrative Interns and Administrative Assistants

A. The School Division will endeavor to promote succession planning by supporting future administrators.

A. Administrative Interns.

A. -Current ~~VBCPS-School Division~~ teachers who are pursuing advanced degrees in School Leadership and Administration may complete administrative internship hours with the School Division~~VBCPS~~. Such hours must normally be completed outside of the scope of the teachers' contract times. Teachers must seek prior approval from their principals to accrue any internship hours during their contracted times, and they must keep a log of such hours so that they can work the hours owed beyond the contract day. The approval for administrative internships must come from the Department of Human Resources, which will work with principals to determine the placement locations.

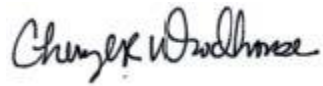
B. Administrative Assistants.

B. Once ~~VBCPS-School Division~~ teachers have obtained Virginia Department of Education (VDOE) licenses with endorsements in School Administration, they may apply for vacant Administrative Assistant positions. Administrative Assistants, who are paid according to the Instructional Pay Scale, serve as Assistant Principals-in-training. During their employment as Administrative Assistants, they will gain valuable experience and training to help them become better-prepared candidates for Assistant Principal positions.

C. The program shall be designed ~~so as to~~:

- a. 1.** Require minimal expenditure of funds;~~;~~
- b. 2.** Recognize the value of the program as one part of the total plan ~~_~~of growth opportunities for the licensed staff;~~;~~
- c. 3.** Select the best qualified applicants;~~;~~
- d. 4.** Operate without harm to other functions of the School Division;~~;~~ and.
- e. 5.** Build educational partnerships between the School Division and universities/colleges.

Adopted by School Board: October 20, 1992
Amended by School Board: December 3, 2013
Amended by School Board: January 23, 2018
Amended by School Board: September 12, 2023



6/13/2023

APPROVED AS TO
LEGAL SUFFICIENCY

