

ADMINISTRATION

Administrative Intern Program Procedures

The responsibility for administering public schools has in recent years become increasingly sophisticated and complex. The areas of operation for an administrator have increased, the requirements for certification have altered and expanded and the involvement of the individual school and practicing administrator dictates that the Kennewick School District recognize its responsibility for participation in the training of educational leaders of the future. The primary responsibility of the district in the preparation of educational administrators is providing a meaningful internship experience for qualified candidates.

Philosophy of the Internship Program

The Kennewick School District has an obligation to provide opportunities for guidance and experience which will lead to qualified candidates securing credentials for administration in the public schools of Washington. This will be a cooperative effort of the Kennewick School District, the Office of the Superintendent of Public Instruction, and the institution of higher learning that is working with the candidate.

Objectives of the Internship Program

1. To outline requirements, procedures, and channels by which the applicant may enter the program in Kennewick.
2. To provide activities and experiences which will assist in developing the leadership a candidate must give to the total educational program.
3. To add well trained people to a reservoir of potential candidates for administrative positions in the Kennewick School District and other school districts in the state of Washington.

Candidate Qualifications

The following qualifications are minimum requirements in order to be considered as an applicant for a formal internship position:

1. Have a minimum of five years teaching experience.
2. Have a minimum of one year teaching experience in the Kennewick School District.
3. Be a proficient or distinguished teacher, based on the most recent comprehensive evaluation.

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4. Participate and lead in professional and community activities.
5. Demonstrate a high moral and personal character.
6. Have a standard or regular certificate to teach.
7. Have the recommendation of Supervising Principal/Director.
8. Evidence of acceptance in the administrative internship program in a college/university of his/her choice.

Informal Internship

Some college/university programs require an informal internship during the first year of coursework. The District will work in unison with these universities to provide the appropriate level of support and experiences during the informal internship year.

Formal Internship

A formal internship involves any certificated Kennewick School District employee who has met district and college requirements to work in a leadership training program. No first year principal would be expected to supervise an intern.

Application and Selection Procedure

The application and selection procedure outlined below is designed to be generally compatible with that of the colleges/universities. The applicant has the responsibility for satisfying the requirements for both the Kennewick School District and the selected college/university.

Process for application to either the Informal or Formal Internship

1. Interested applicants should submit a personal letter of application and resume to the Assistant Superintendent of Human Resources, including the following items:
 - a. A brief statement of his/her philosophy of education.
 - b. Specific areas and levels of interest in the field of educational administration.
 - c. Reasons for the applicant's interest in the field of educational administration.
 - d. Statement indicating the applicant's professional and community activities and interests.

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- e. An outline of the program the applicant expects to follow in acquiring administrative credentials.
 - f. Other information the applicant might consider pertinent and not contained in his/her personnel file in the central administration office.
3. The applicant must provide evidence of his/her acceptance into an administrative preparation program by an accredited institution of higher learning and that he/she will be eligible for an internship at the time he/she plans to serve in the district.
 4. Applicants desiring to begin their formal internship in the fall (at the beginning of the school year) must have completed and submitted their application to the Assistant Superintendent of Human Resources by April 15.

Note: Approval of a formal internship beginning winter or spring quarter will in large part, depend on the availability and willingness of a supervising administrator.

5. When possible, some release time from the formal intern's regular instructional duties will be considered to fulfill activities for which he/she is responsible and to attend certain meetings or visit where there are innovative programs.

Informal and Formal Internship Responsibilities

The administrative intern will be held responsible for meeting all school district and college/university requirements. He/she will be expected to be involved in the program from two weeks before school opens in the fall until one week after it closes in the spring. During the regular school year the time spent on the internship program will include before and after school and any other times which may be available during the day or as requested by the principal/supervisor.

In addition, the intern will be held responsible for the following:

1. A complete summary of his/her internship experiences.
2. A complete checklist/record of all internship experiences.
3. Asking the district supervisor to make a final and complete evaluation of the intern's experience and progress.
4. Asking the Assistant Superintendent of Human Resources to notify the college/university that the intern has completed the experience portion of his/her program and to send an evaluation of this performance to the college/university.

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Approval Process

Applications will be reviewed by the Assistant Superintendent, the supervising principal and any other District administrator deemed necessary.

The candidate will be notified whether or not their internship has been approved by the Assistant Superintendent of Human Resources.

The intern may request a confidential recommendation from the supervising principal, the Assistant Superintendent of Human Resources, and/or the superintendent for his/her college/university placement.