

ADMINISTRATION

Internships

The Kennewick School District has an obligation to provide opportunities for guidance and experience that 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

- A. To outline requirements and procedures by which the applicant may enter the program in Kennewick.
- B. To provide activities and experiences which will assist in developing the leadership a candidate will attain to meet the requirements of the internship program.
- C. To add well-trained candidates to the pool of applicants for administrative positions in the Kennewick School District.

Candidate Qualifications

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

- A. Have a minimum of three years' certificated experience.
- B. Have a minimum of one year's teaching experience in the Kennewick School District.
- C. Be a proficient or distinguished teacher, based on the most recent comprehensive evaluation.
- D. Participate and lead in professional and community activities.
- E. Commit to attend all monthly intern meetings
- F. Demonstrate a high moral and personal character.
- G. Have a current certificated educator certificate.
- H. Have the recommendation of a supervising administrator.

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- I. Evidence of acceptance in the administrative internship program in an accredited college/university.

Informal Internship

Some college/university programs require an informal internship during the first year of coursework. The district will work 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 administrator will be expected to supervise a formal intern.

Application and Selection: Informal or Formal Internship

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 (see 6320 F-1).

Each year in September, the district will send a notification to all staff, inviting prospective interns to attend an informational meeting. At that meeting, all pertinent information will be shared about the district's internship program, including district goals, district internship policy and guidelines, timelines, application materials, etc. Following the meeting, interested applicants shall:

- A. Interested applicants shall complete the Administrative Internship Application form (6230-F1) and submit the completed application form to the assistant superintendent of K-12 education. The application form includes the following:
 1. A summary of the applicant's philosophy of education.
 2. Areas and levels of interest in the field of educational administration.
 3. Reasons for the applicant's interest in the field of educational administration.
 4. professional and community activities and interests.
 5. Expected coursework and internship timelines.
 6. Other information the applicant might consider pertinent.

Applicants must provide evidence of their acceptance into an administrative preparation program by an accredited institution of higher learning and evidence of eligibility for an internship.

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- B. 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 by April 15. Applicants seeking approval of a formal internship that begins in the winter or spring quarter must have completed and submitted their application by October 31.
- C. For intern candidates receiving the state grant to support the internship, the district will work with the intern to coordinate times and substitutes to allow the intern to participate in and complete the activities outlined in the internship plan.

Responsibilities: Informal and Formal Internship

Administrative interns will be responsible for meeting all school district and college/university requirements. They 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 that may be available during the day or as requested by the principal/supervisor.

Responsibilities: Administrative Interns and Supervising Administrators

Administrative interns and supervisor administrators will develop and submit a plan (see 6320 F-2) to the appropriate Director of Secondary/Elementary Education, which includes details regarding when and how internship hours will be completed and the activities and projects the intern will participate in and complete. Also included should be what other staff the intern will be working with to accomplish these activities.

For interns beginning in the fall, this plan must be submitted and approved by August 15. For interns beginning in the winter or spring, the plan must be submitted and approved by November 15.

Interns will complete a checklist/record and summary of all internship experiences. Interns and supervising administrators will meet with the appropriate level director and the assistant superintendent for K-12 education in December to review progress to date.

Approval Process

Internship applications (6320 F-1) will be reviewed and approved by the supervising administrator, the appropriate level director and the assistant superintendent for K-12 education, who will have final approval.

Intern applicants will be notified if their internship application has been approved.

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Following approval of application, interns and administrative supervisors will meet with the appropriate level director to review and approve the administrative internship plan (6320 F-2).

Interns may request a confidential recommendation from the supervising administrator, assistant superintendent for K-12 education, and/or the superintendent for their college/university placement.