

## PROCEDURE – ADMINISTRATIVE INTERNSHIPS

5642

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

1. Application to be accepted for an administrative internship will be made in writing to the Superintendent/designee by February 1st preceding the school year in which the internship is to occur. Application will include the applicant's:
  - a. Current academic and career goals(s) with emphasis upon the significance of the requested internship to those goals;
  - b. Work history especially including professional assignments;
  - c. Prior leadership experience(s); and

Statement assessing their reasons for wanting to become a principal and/or program administrator.

2. The Superintendent/designee will review applications received as indicated above. A screening committee may interview applicants as part of the selection process. The recommendations of the screening committee will be submitted to the Superintendent.
3. The individuals recommended for consideration as interns will be scheduled for internship assignments when and where it will be most advantageous to the district.
4. The district reserves the right to limit the total number of internships per year undertaken by District administrators as a whole.
5. The district reserves the right to seek or honor requests for internships which will benefit the district in a unique manner or to address emerging needs. In such case, the district may waive any and all of the above criteria and/or timelines.
6. Following selection, the intern and their supervisor will set objectives and plan appropriate activities that align with the standards established for Washington principal/program administrator certification and in such areas as: personnel, curriculum, community relations, student relationships, finance, non-instructional operations, and facilities.

Adopted: February 3, 1986  
Amended: September 21, 2010  
January 10, 2023

NTSD Board of Directors  
North Thurston Public Schools