

Procedure – Administrative Internships

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

- A. The superintendent will select administrative interns;
- B. Through examination of the applicant's credentials and through examination and/or personal interview, the superintendent will determine whether the applicant is qualified for consideration as an intern for an administrative position. The superintendent will be supplied with statements of criteria which relate to the specific job description. The superintendent will interview prospective interns. The decision rendered by the superintendent will be final; and
- C. The individuals recommended for consideration as interns will be scheduled for internship assignments by the superintendent.

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.