

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 2.08
INTERNSHIP PROGRAMS**

The Board supports training programs for prospective school administrators and central services staff in the hope of recruiting and training both educational and administrative specialists. These programs shall be operated in accordance with the following guidelines:

(1) ADMINISTRATIVE INTERN PROGRAM

(a) An administrative internship shall involve the full-time service of a certificated educator enrolled in a doctoral program. The intern shall be assigned temporarily to one of the Central Services offices and shall serve, on a teacher basis, during the regular school year. School personnel shall provide work supervision, and university personnel shall offer consultant support to the intern from time to time.

(b) The intern shall be required to meet the qualifications for appointment as a teacher in the Milwaukee Public Schools and shall, in turn, be recommended for such an appointment.

(c) At the end of each year's internship, several options may be exercised:

1. The intern concerned may resign from the Milwaukee Public Schools and return to university studies.
2. The intern may accept a regular teaching assignment in the schools.
3. The intern may be assigned to a specialized staff position, should he/she qualify for it and should a vacancy exist.

(d) Each intern shall be placed at the appropriate level of the teachers' salary schedule at the time of appointment, and an evaluation report on the administrative intern program shall be submitted annually to the Board by the superintendent and cooperating university.

(2) EDUCATIONAL MANAGEMENT INTERN PROGRAM

(a) In order to provide employees of the Milwaukee Public Schools equal opportunity to prepare and compete for promotional openings, the educational management intern program has been established. In order to ensure that these objectives of the program are achieved:

1. Specific programs shall be initiated by the Milwaukee Public Schools.
2. Participants shall be selected from a pool of eligible school system employees and exceptional university nominees.
3. Compensation shall, as much as possible, be uniform and adequate, and interns shall be placed at the applicable level of the teachers' salary schedule.
4. Participation of local universities should be encouraged.

(b) This program shall be in addition to university-initiated programs in which the Milwaukee Public Schools may participate. It is hoped that the participation of local universities and their development of supporting educational programs will result in an intern program developed from and tailored to the needs of our schools. Participation by universities in this program shall be limited to those providing programs which, as nearly as possible, fill the needs of the school system.

(c) Internships shall be individually planned in terms of key management positions and the educational needs of the individual interns. The Office of Human Resources shall have the responsibility for facilitating the planning for internships in this program and for the assignment of interns and for coordinating the evaluation of the interns.

(3) MANAGEMENT INTERN PROGRAM — RESTRICTED-TERM EMPLOYEE (RTE)

(a) A management internship program for recent graduates shall be established commencing in FY13, as funds are allocated, for the purpose of providing entry-level management experience in Central Services offices. The management intern program shall have the following criteria:

1. there shall be a maximum of 20 full-time, entry-level classified (non-teaching), non-represented temporary positions, which shall be designated as restricted-term employee (RTE);
2. salary shall be set at an entry-level salary range not to exceed \$35,000 per year, plus active benefits eligibility;
3. management interns must possess, at a minimum, bachelor’s degrees from accredited colleges or universities earned within two years of date of application;
4. management internships shall be for a maximum period of two years;
5. management interns shall be placed in Central Services offices, including the Office of Board Governance and the Office of Accountability and Efficiency;
6. management interns shall not be used to supplant work that is being performed in currently existing positions nor shall they cause a position to be eliminated.

(b) The Office of Human Resources shall provide the Board with an annual status report on the number of interns hired, by office, and the impact of such placement upon the workload of Central Services offices that use these interns.

(c) The Office of Human Resources shall follow Administrative Procedure 6.23(5) in filling these internships;

(d) The management interns will not be guaranteed permanent employment in any MPS position; however, they will be eligible to apply and compete for positions both within and outside of MPS.

History: Adopted 8-6-68; revised 4-1-81, 1982, 4-20-95, 12-20-12

Previous Coding: Admin. Policy CJ, prior to May 1995; Admin. Policy 3.08, May 1995-August 1996

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