

**Snoqualmie Valley School District
Administrative Internship Application**

Complete this form electronically by typing responses in the open cells of each table.

Personal Information

Name		Work Phone	
Current School		Grade/Subject	

Internship Information

Administrative program University	
# of credits completed towards certification at end of current school year	
# of credits yet to be completed towards certification at end of current school year	
School year internship requested	
Internship experience preference (elem, MS, HS, or program administrator)	

Evaluation History

By initialing here I am confirming that my last 3 years of evaluations have a scoring of proficient or higher on each component.	
If your last 3 years of evaluations were not in the Snoqualmie Valley, please list the district(s) they were in and include the evaluations in your packet. (SVSD evals do not need to be attached)	

Optional Information

Honors, awards, and special recognition	
Articles or books written	
Professional development presenter	
Volunteer work	
Community service clubs and community activities	

Administrative Sponsor

Name		Title	
School		Phone Number	

Give your Administrative sponsor the recommendation form at the end of this packet and have that person return the form directly to Beth Porter, Executive Director of Human Resources no later than March 8.

Signature

I certify that the information listed on this application and accompanying materials is accurate and true.

Signature

Date

District Approval

I approve participation for this candidate in the Administrative Internship Program with the Snoqualmie Valley School District,

Signature

Date

**Snoqualmie Valley School District
Administrative Internship Application—Administrative Sponsor**

Candidate Information, completed by candidate

Administrative Intern Candidate	
School	
Administrative Sponsor	
Title	

Administrative Sponsor

Please complete the information below and return to Beth Porter by March 8.

	Yes/ Consistently	With Reservations/ Sometimes	No/Rarely
I would be happy to have this person work with me as an Assistant Principal next year.	☐	☐	☒
Does this person exhibit strong building level leadership?	☐	☐	☐
Does this candidate exhibit strong instructional skills?	☐	☐	☐
Does this candidate demonstrate fairness and act with integrity in all professional situations?	☐	☐	☐
Does this candidate demonstrate flexibility in responding to challenging situations?	☐	☐	☐
Does this candidate demonstrate a commitment to continuous professional improvement?	☐	☐	☐
Does this candidate have 3+ years of Proficient or higher ratings on all components of their evaluation?	☐	☐	☐

Note: Feel free to comment on any of the above ratings on another page or the back of this page.

What area of growth is more important for this candidate during the internship?

Why are you most looking forward to this candidate serving as an administrative intern?