

## Procedure Administrative Internships

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

- A. By April 15 of each year all staff members will be advised of their opportunity to establish eligibility for an internship;
- B. A screening committee will be appointed to assist in the selection of administrative interns. The membership should adequately represent the various levels within which the prospective administrator will work. Classroom teachers may be included in the membership of a screening committee;
- C. Through examination of the applicant's credentials and through examination and/or personal interview, a screening committee will determine whether the applicant is qualified for consideration as an intern for an administrative position. The screening committee will be supplied with statements of criteria which relate to the specific job description. The screening committee will interview prospective interns on the basis of specific criteria for the position. The committee will maintain a set of notes which can be used as the basis for arriving at recommendations. The recommendations of the screening committee will be submitted to the superintendent; and
- D. The individuals recommended for consideration as interns will be scheduled for internship assignments when and where it will be most advantageous to the district.

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.

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