

ADMINISTRATIVE INTERN PROGRAM

AUBURN SCHOOL DISTRICT

915 4th Street Northeast
Auburn, WA 98002

Application and Information Packet
for School Year
2017-18

ADMINISTRATIVE INTERN PROGRAM

The Auburn School District offers an Administrative Intern Program to provide specific training opportunities for qualified employees working toward a Washington State Principal's credential.

Acceptance into this program is contingent on the administrative intern securing an Auburn School District building principal's approval to supervise their internship in that principal's building. Also required is approval by the administrative internship committee through an interview process. Only those individuals securing this approval may be interns in the Auburn School District.

Qualifications of Applicant

- 1) Is enrolled in a sponsoring college/university.
- 2) Has completed university coursework prior to internship.
- 3) Has been in the district a minimum of one year by the start of the internship.
- 4) Has minimum of one year's experience in the building where internship will take place or has received approval from the administrative internship committee.
- 5) Has fulfilled substantial leadership roles in current assignment at the school and/or district level.

Qualifications of Supervising Principal

- 1) Recommended three years of successful experience at the administrative level.

Requirements for Applying for Internship

- 1) Information packet must be completed and submitted by the specified deadline.
February 3, 2017, at 4:30 p.m.
- 2) Confidential written recommendations must be submitted from:
 - A. current building principal or supervising administrator

These must be sent by the author in a sealed envelope directly to Human Resources.
- 3) Signature from the sponsoring building principal acknowledging their commitment to supervise your internship. (See page 7)
- 4) Candidate must agree to meet all intern expectations. (See page 6)
- 5) A letter of agreement must be submitted from the sponsoring university stating that the applicant has been enrolled in an administrative credentialing program, is in good standing, and is ready for an administrative internship.
- 6) A letter of application stating goals, qualifications, and other information to support your application.

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Program Process	
Ongoing	Applications will be emailed to all identified administrative intern candidates.
February 3	<p>Completed applications are due to Human Resources</p> <p>Application Packet will be screened for:</p> <ol style="list-style-type: none"> 1. Completion of pages 4, 5, & 6 2. Letter of agreement from sponsoring university, recommending candidate for an administrative internship 3. Sponsorship agreement from building principal, page 7 4. Minimum of one year experience in the district 5. Your signature on Administrative Program Expectations, page 6 6. Confidential recommendation from current building principal or supervising administrator and one other confidential recommendation from a current district administrator or building principal 7. Letter of application <p>It is the applicant's responsibility to have all information submitted by the deadline.</p>
Approx. February 20-24	Interviews will be conducted to grant approval for internship.

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Application Form

I. Personal Information

Name: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____

II. To which educational position do you aspire?

- Elementary Administrator
- Secondary Administrator
- Program Administrator

III. Present Employment

Title of Present Position: _____

School Location: _____ School Phone: _____

IV. Teaching Experience

Position	Where	Number of Years

V. Have you completed three years of successful teaching experience at the level of desired certification, one of which has been in the district? _____

VI. Administrative experience, if any: _____

VII. Education and Professional Preparation:

Institution	Dates	Degrees/Certificates	Major	Minor	Credits

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Application Form

VIII. Internship

1. How many credits have you completed toward your internship?

2. At the start of the 2017-18 school year, how many credits remain to complete your administrative program (**excluding internship**)?

3. University in charge of internship:

4. College advisor:

• **The expectation is that all coursework has been completed by the start of the internship.**

IX. Please list three references who may be contacted, excluding current administrator:

(Include phone numbers and your relationship to the reference)

- 1. _____
- 2. _____
- 3. _____

X: Honors, Awards, Accomplishments, Community Activities

(Scholarships, articles or books written, honorary degrees, citations, special recognition, lectureships, workshops, major addresses, volunteer work, community service clubs, etc.)

I certify that the information listed on this application is accurate and true:

Signature: _____ Date: _____

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Expectations

- Maintain strict confidentiality.
- Complete the minimum 720 hours of internship required by Washington State under the direction of a supervising administrator.
- Intern with a supervising principal who has at least 3 years experience at the administrative level.
- Work with your supervising principal before and after the 2017-18 school year.
- Attend designated staff development opportunities.
- Assume responsibility for identifying and completing an approved district project.
- Attend required classes/workshops/meetings as designated by your supervising principal and the directors of the ASD Internship Program.
- Fulfill all the duties and assignments designated by your supervising principal and the directors of the ASD Internship Program.
- Work cooperatively and supportively as a member of administrative teams.

Interns are expected to apply for the state internship grant for release time. If the state grant is not available or not awarded to the intern, release time for the internship is a responsibility of the intern and their sponsoring principal and school.

Participation in the ASD Internship Program may be terminated if criteria or expectations are not fulfilled.

A copy of these expectations should be kept for the intern's records.

Participant's Signature

Date

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Supervising Administrator Criteria

The supervising principal:

- has received "satisfactory" evaluations,
- has a minimum of three consecutive years of building administration (recommended), one of which has been completed in the ASD,
- has demonstrated desired traits/skills necessary to supervise an administrative intern,
 - leadership skills in current assignment
 - awareness of latest educational research and reform
 - ability to objectively assess and evaluate the administrative intern
 - ability to design and monitor an individualized plan of building experiences and responsibilities for their intern
- has read the criteria and expectations for their administrative intern and will provide the necessary opportunities and resources for them to successfully meet these responsibilities
- will work in partnership with the directors of the ASD Internship Program

Administrator Sponsorship/Signature

I am willing to sponsor the administrative internship of _____
and will mentor them in my assigned building during the 2017-18 school year.

I confirm that this individual would be a quality administrative intern and has the potential to be a successful administrator.

Administrator Signature

Date