

# ADMINISTRATIVE INTERN PROGRAM

## Application and Information Packet for School Year 2021-2022



**SCHOOL DISTRICT**

ENGAGE • EDUCATE • EMPOWER

**AUBURN SCHOOL DISTRICT**

915 4<sup>th</sup> Street Northeast  
Auburn, WA 98002

## 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 principal or program director's approval to supervise their internship in that building or program. 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 to Analia Galloway (Human Resources) by the specified deadline:  
February 5, 2021, at 4:30 p.m.
- 2) Confidential written recommendations must be submitted from:
  - A. Current building principal or supervising administrator  
*\*This must be sent by the author in a sealed envelope directly to Human Resources.*
- 3) Signature from the sponsoring building principal or program administrator 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.

**ADMINISTRATIVE INTERN PROGRAM**

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

**ADMINISTRATIVE INTERN PROGRAM**

**Application Form**

**I. Personal Information**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**II. To which educational position do you aspire?**

- Elementary Administrator
- Secondary Administrator
- Program Administrator

**III. Present Employment**

Building: \_\_\_\_\_

Position: \_\_\_\_\_

**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

**ADMINISTRATIVE INTERN PROGRAM**

**Application Form**

**VIII. Internship**

- 1. How many credits have you completed toward your internship? \_\_\_\_\_
- 2. At the start of the 2021-2022 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:

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE INTERN PROGRAM**

**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 of experience at the administrative level.
- Work with your supervising principal before and after the 2021-2022 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 AWSP 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**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 2021-2022 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: \_\_\_\_\_