

**Administrative Internship**

1. The Board of Education shall determine the need for an administrative intern based upon the recommendation of the Superintendent of Schools. Needs resulting from absences of an administrator because of leave granted by the Board, illness, interim periods between administrative appointments, or for other purposes are examples of circumstances for which the Board may wish to provide internship opportunities.
2. There will be no additional stipends paid to interns except for persons serving in interim periods between appointments. When payment is warranted, the Board will establish the stipend based on the recommendation of the superintendent.
3. Internship opportunities will be posted for all staff members who hold the appropriate state certification for the administrative position. Posting, when possible, will be made three months before the absence occurs in order to provide ample opportunity for planning.
4. Interested applicants must write a letter of interest to the Assistant Superintendent for Personnel, including a resume and information supportive of their application.
5. Applicants must have the written recommendation of their supervisors.
6. After the closing date for applications, the Superintendent of Schools, Assistant Superintendent for Personnel and the principal (if one exists) of the school/unit where the internship is to take place will convene and select an intern based on knowledge of and interviews with applicants. Consideration of mutual interests of the students of the prospective intern, the applicant, and the school system will determine the choice.
7. The intern will assume all responsibilities of the administrative position except those that may require modification or elimination because of time and experience constraints.
8. The supervisor of the intern will provide appropriate orientation for the selected applicant before the experience begins and during the internship. Areas of strength and improvement will be discussed frequently along with suggestions for effecting improvement.
9. A final written evaluation of the intern will be made by the supervisor and submitted to the superintendent for future reference. A copy of the evaluation will be discussed and presented to the intern.

**Regulation Approved: 6/24/85**

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