

5642P: Internships

The district has made a serious commitment of supporting the internship program, and the district believes it has an obligation to assume some responsibility in the training of potential school district administrators. It is believed this will not only help the district but help education in the state as a whole. The Camas School District does not assume any responsibility for the placement of trainees into administrative positions by allowing candidates to participate in this program.

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

- A. Each year all staff members will be advised of their opportunity to establish eligibility for an internship.
- B. Before proceeding with a request for internship consideration (to the district screening committee), candidates should secure written confirmation from a district administrator (principal or program director) confirming their willingness to "sponsor" the candidate and participate in the supervisory aspects of the internship process.
- C. A screening committee shall 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.
- D. Through examination of the applicant's credentials and through examination and/or personal interview, a screening committee shall 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 shall interview prospective interns on the basis of specific criteria for the position. The committee shall maintain a set of notes which can be used as the basis for arriving at recommendations. The recommendations of the screening committee shall be submitted to the superintendent.
- E. The individuals recommended for consideration as interns shall be scheduled for internship assignments when and where it will be most advantageous to the district.
- F. The district may establish a cap related to the number of interns selected during any given year. Considerations in establishing the cap may include financial concerns, availability of supervisory personnel due to other district projects or commitments, etc.

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.
