

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

1. Application to be accepted for an administrative internship will be made in writing to the Superintendent/designee by October 1 preceding the school year in which the internship is to occur. Application will include the applicant's:
 - a. Current academic and career goals(s) with emphasis upon the significance of the requested internship to those goals;
 - b. Work history especially including professional assignments;
 - c. Prior leadership experience(s); and

Statement assessing his/her reasons for wanting to become a principal and/or program administrator.

2. The Superintendent/designee will review applications received as indicated in part 1 above. The Superintendent/designee and other designated district administrators may interview applicants as part of the review process. The recommendations of the screening committee shall be submitted to the Superintendent
3. The individuals recommended for consideration as interns shall be scheduled for internship assignments when and where it will be most advantageous to the District.
4. The District reserves the right to limit the total number of internships per year undertaken by District administrators as a whole.
5. The District reserves the right to seek or honor requests for internships which will benefit the District in a unique manner or to address emerging needs. In such case, the District may waive any and all of the above criteria and/or timelines.
6. Following selection, the intern and his/her supervisor will set objectives and plan appropriate activities that align with the standards established for Washington principal/program administrator certification and the Interstate School Leaders Licensure Consortium (ISLLC).

Implemented: February 3, 1986

North Thurston School District

Revised: March 2, 2010

North Thurston Public Schools
Board of Directors