

# **Administrative Intern Program**

## **Application Packet**

## Administrative Intern Program

Arlington Public Schools offers an Administrative Intern Program to provide specific training opportunities for qualified candidates working toward a Washington State Principal's credential. Acceptance into this program is not automatic. Only those individuals accepted as a result of the selection process may be an intern in the school district.

### Qualifications of Applicant

The applicant must:

- be enrolled and have a letter of agreement from a sponsoring college/university;
- have completed a majority of university coursework prior to internship;
- have been in the district a minimum of two (2) years;
- have demonstrated excellence as a teacher or specialist the past three (3) years on performance evaluations;
- have demonstrated leadership role(s) in current assignment.

### Requirements for Applying for Internship

1. The Administrative Intern Program Application Packet must be completed.
2. A confidential administrator recommendation must be completed by the building principal/supervisor, and one (1) other district administrator. The documents must be sent by the author in a sealed envelope directly to the Executive Director of Human Resources.
3. The candidate must agree to meet all intern expectations.
4. A letter of agreement must be submitted from the sponsoring university.

October	Applications will be available online to administrators to distribute to staff members.
February	Completed applications are due to the Executive Director of Human Resources.  Applications will be screened for: <ul style="list-style-type: none"><li>● completion of application</li><li>● letter of agreement from sponsoring university for internship</li><li>● confidential administrator recommendation from principal and one (1) other district administrator</li><li>● minimum of two (2) years experience in the district</li><li>● signature on program expectations</li></ul>
February/March	The Administrative Internship Committee, consisting of District Office and building administrators, will review and interview applicants and make initial recommendations to the Superintendent and Cabinet.  Applicants will be notified regarding their status.
June	Meeting of Administrative Interns with Executive Director of Human Resources.
July/August	Internship with building administrator and participation in other district leadership opportunities.

**Administrative Internship Application Form**

To complete this form electronically,  
it must be opened in Adobe Reader!

**I. Personal Information**

Name

Home Address

City  State  Zip Code

Home Phone  Cell 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

Desired Location

**IV. Education and Professional Preparation**

Institution	Dates	Degrees/Certificates	Major	Minor	Credits

**V. Internship**

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

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

**VI. Honors, Awards, Accomplishments, Community Activities**

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

**VII. Please list four (4) references that may be contacted, excluding most recent supervisor.**

	<b>Name</b>	<b>Phone</b>
1.		
2.		
3.		
4.		

**VIII. List your skills/experience that support your qualifications for an internship.**

**IX. List the leadership roles you have assumed in the last two (2) years. (School and district)**

**X. Why are you interested in being an administrator?**

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

\_\_\_\_\_

Signature

Date

## Expectations

- Maintain strict confidentiality.
- Complete the minimum five-hundred-forty (540) hours of internship required by Washington State under the direction of a supervising administrator. A log is to be maintained of experiences and activities.
- Intern with a supervising administrator who has at least three (3) years experience at the administrative level.
- Available to work with supervising administrator before and after school year.
- Attend selected portions of designated staff development programs.
- Participate in a district project.
- Commit to attend required classes/workshops/meetings as designated by administrative supervisor and district director.
- Participate in a training session to confirm expectations and roles of the intern program.
- Able to work cooperatively and supportively as a member of administrative teams.
- It is agreed that the intern will not coach during the internship or serve in another capacity that interferes with the internship work experience requirements.

Release days may be provided for interns to participate in activities supporting the internship. Other costs will be the responsibility of the building or intern. (If state funds are available, interns will have additional release time as a resource.)

District internship may be terminated if criteria or expectations are not fulfilled. A copy of these expectations should be kept for the intern's records.

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Applicant Signature

Date

**CONFIDENTIAL**

**Administrator Recommendation of Intern Applicant**

Name of Applicant

Date

Name of Person Completing Form

\_\_\_\_\_  
Signature of Person Completing Form

Directions: Please use this form to rate the intern applicant on the criteria listed below and provide a brief statement on the next page. Due to confidentiality, please send this form directly to the Executive Director of Human Resources in a sealed envelope.

Please use a scale of 1 - 4:

- 1 = This is not an area of strength for the applicant.
- 2 = The applicant demonstrates an acceptable level of performance in this area.
- 3 = The applicant demonstrates proficiency in this area.
- 4 = The applicant demonstrates a distinguished level of performance in this area.
- N = There is no basis on which to judge the applicant in this area.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Leadership capacity  |
| <input type="checkbox"/> | Intelligence and scholastic ability                        |
| <input type="checkbox"/> | Organizational skills                                      |
| <input type="checkbox"/> | Ability to work with others                                |
| <input type="checkbox"/> | Participation in leadership activities                     |
| <input type="checkbox"/> | Friendly, poised, confident manner                         |
| <input type="checkbox"/> | Ability to speak effectively                               |
| <input type="checkbox"/> | Ability to write effectively                               |
| <input type="checkbox"/> | Interest in professional growth                            |
| <input type="checkbox"/> | Commitment to instructional leadership                     |
| <input type="checkbox"/> | Ability to work within district policies and procedures    |
| <input type="checkbox"/> | Ability to articulate goals, initiate and implement change |
| <input type="checkbox"/> | Ability to utilize data to make sound decisions            |
| <input type="checkbox"/> | Ability to be an effective team leader                     |
| <input type="checkbox"/> | Critical thinking abilities                                |
| <input type="checkbox"/> | Able to see the bigger picture and potential implications  |
| <input type="checkbox"/> | Generates respect among school/district community          |
| <input type="checkbox"/> | Recognizes and appreciates diversity                       |

Please provide a brief statement describing: *(250 words or less)*

- a) your support of this applicant;
- b) how he/she has demonstrated leadership in the improvement of teaching and learning in your school/our district;
- c) any other leadership roles he/she has assumed.