

BEND – LA PINE SCHOOL DISTRICT NO 1

ADMINISTRATIVE REGULATIONS

CODE: CJ-AR

DATED:

REVISED:

REVIEW DATE:

REVIEWED BY:

ADMINISTRATIVE INTERN PROGRAM

PHASE I: IDENTIFICATION OF CANDIDATES

- A. Information describing the administrative intern program will be furnished to building principals for distribution to staff.
- B. Interested personnel are encouraged to submit letters of application to the office of the superintendent.
- C. Applicants for the administrative intern program must have completed or be currently enrolled in a planned program which leads to an administrative license.

PHASE II: SCREENING AND SELECTION

A. Screening

- 1. The superintendent shall review the files and records of applicants and may confer with applicants and/or supervisors.
- 2. An entrance interview will be conducted by the superintendent. Potential applicants will be given an orientation of the program including activities, expectations and requirements necessary to enter, participate in and complete the program.

B. SELECTION

- 1. The superintendent will make the final selection of candidates to enter the Administrative Intern Program using the following criteria:
 - a. Success in present position;
 - b. Competency in or potential for leadership roles in education;
 - c. Ability to work cooperatively and productively with students, parents and professional colleagues;
 - d. Ability to deal with problem situations;
 - e. Dedication to education as a professional career;
 - f. Quality of past and planned academic preparation.
 - g. Candidate must agree to participate actively in the outlined administrative intern program.
- 2. The number of candidates selected shall be dependent upon the estimated needs of the district and the number of suitable training stations available with the number not to exceed six except in unusual circumstances.

PHASE III: TRAINING AND DEVELOPMENT

A. Training phases of the program may include a combination of several patterns

- 1. Administrative and instructional topics presented as mini-courses by local administrators.

2. Seminars which will address various administrative problems
 3. Visitations to observe a variety of school operations
 4. Closely supervised administrative experience in one or more schools in or out of the district.
 5. Programs conducted in cooperation with the Administrative Training Program of a college or university. Tuition reimbursement may be granted for administrative courses upon the recommendation of the superintendent and the approval of the Board.
 6. On-the-job training.
 - a. Summer school assignments.
 - b. Central administrative assignments
 - c. Research and development projects.
 - d. Other school activities.
- B. The training program will be designed to insure ample opportunity for the assessment of the performance of the trainees.
- C. The building or department assignment of the trainees is a cooperative responsibility of the central office administration and the building principal

PHASE IV: ASSESSMENT APPRAISAL

- A. Criteria for the assessment appraisal of individual performance in the program will be developed by the superintendent.
- B. Interns will be evaluated periodically during the course of the program and appropriate conferences will be scheduled.

PHASE V: EVALUATION AND LICENSING

- A. Final evaluation will be conducted at the end of the internship period to determine if participants have met all requirements.
- B. Upon satisfactory completion of the prescribed Administrative Intern Program, participants will receive certificates of accomplishment.

