

## SCOTLAND BOARD OF EDUCATION Board Policy

### Personnel -- Certified

#### Internship in School Administration and Supervision

An administrative intern is defined as an administrator trainee, an observer, or a prospective educational leader. The placement of such administrative interns in our schools is to be encouraged.

An internship in school administration and supervision has as its basic purpose to provide prospective educational leaders with appropriate experiences, skills and competencies—cognitive affective, technical. The process of developing these skills and competencies may serve as a guide for the program's activities of the potential educational leader in their on-going professional development.

#### a. General Objectives:

1. To develop personal competencies needed for an educational leader in a time of change.
2. To develop the competencies needed to devise, maintain and evaluate curricula appropriate for students.
3. To develop the competencies needed to organize, supervise and evaluate educational units.
4. To develop the competencies needed to select, develop and evaluate personnel.
5. To develop the competencies needed to provide effective and efficient management of educational resources and programs.
6. To develop the competencies needed to identify and respond to community needs.
7. To develop the competencies specifically called for in the internship position(s) in school administration and supervision.

#### b. Procedures:

1. Annually, the Board of Education, on the recommendation of the Superintendent of Schools, may establish (an) administrative internship position(s).
2. Administrative intern vacancies shall be filled in the following manner:
  - 2a. Teachers employed by the school system, and who are certifiable in school

## Personnel -- Certified

### Internship in School Administration and Supervision (continued)

administration or

- 2b. University students not employed by the school system, and who are in approved university programs of school administration, and seek a field experience
3. Upon approval by the Board of Education of (an) internship position(s), the Superintendent of Schools shall seek out and appoint (an) eligible person(s) to the specified internship. The program's experiences will be submitted to the Board of Education as part of the appointment criteria. The specifics of the internship experience will arise from consultation by the Superintendent of Schools with the intern, the university supervisor where appropriate, and the administrator under whose immediate supervision the intern will work. These specifics will take into account the candidate's preparation and previous experience, field of special interest and career planning, and level of proficiency.

#### **Duration of the Internship:**

1. Teachers, employed by the school system, shall be provided with released time not to exceed the equivalent of two periods daily.
2. University students, not employed by the school system, will be governed in the length and timing of their internship in accordance with university requirement, subject to the approval of the Superintendent of Schools.
3. No one individual shall be nominated and serve in an internship for two consecutive years.

#### **Monetary Compensation:**

None; unless otherwise stipulated and specifically approved by the Board of Education on the recommendation of the Superintendent of Schools.