



# Administrative Intern Program Application

## I: Personal Information

Name

Home Address

City

State

Zip Code

## II: To which educational position do you aspire?

Elementary Administrator

Middle School Administrator

High School Administrator

Program Administrator

## III: Present Employment

Title of present employment/position

Work location

Work phone

## IV: Education and Professional Preparation

| Institution | Dates | Degree/Certificate(s) | Major | Minor |
|-------------|-------|-----------------------|-------|-------|
|             |       |                       |       |       |
|             |       |                       |       |       |
|             |       |                       |       |       |
|             |       |                       |       |       |

# Administrative Intern Program Application

**V: Internship**

1. Where are you currently taking course work?
2. How many credits have you completed toward your internship?
3. 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 recognition, workshops, presentations, volunteer work, community service clubs, etc.)

**VII: Please list four references that may be contacted, excluding your most recent supervisor.**

| Name | Position | Location | Phone Number |
|------|----------|----------|--------------|
|      |          |          |              |
|      |          |          |              |
|      |          |          |              |
|      |          |          |              |

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

**Applicant Signature**

**Date**

**This information will be considered as a component of the individual interview.**



# Administrative Intern Program Application

Name

Date

Work Location

Current Assignment

**Desired location of Internship**

**Type of Administrative Internship: (check where appropriate)**

- Elementary Administrator
- Middle School Administrator
- High School Administrator
- Program Administrator

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

**List the leadership roles you have assumed in the last two years (school and district.)  
Include accomplishments.**

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

**Applicant Signature**

**Date**

## Administrative Intern Program Application

### Administrative Intern Expectations

- Maintain strict confidentiality.
- Complete the minimum 720 hours of internship required by Washington State under the direction of a supervising administrator. Maintain a log of experiences and activities.
- Intern with a supervising administrator that has at least three years experience at the administrative level.
- Work with a supervising administrator before and after the school year.
- Attend the Administrator's Fall Conference and other designated staff development programs.
- Participate on district and building committee(s).
- Assume leadership of a district project.
- Attend required classes/workshops/meetings as designated by your administrative supervisor and district director.
- Fulfill all the duties and assignments designated by your administrative supervisor and district director.
- Participate in a training session to confirm expectations and roles of the intern program.
- Work cooperatively and supportively as a member of the administrative teams.
- Show evidence of on-going collaboration between school and parents.
- Sustain effective learning experiences for students in your current assignment.
- Participate in all school/program activities with the same time and energy as that of a practicing administrator (i.e., extra-curricular activities, community activities, board meetings, staff training, etc.)
- If state funds are available, interns will be provided release time (this time must be coordinated with the supervising principal.)
- Other costs will be the responsibility of the intern.

*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.*

**Applicant Signature**

**Date**

## Administrative Intern Program Application

### Supervising Administrator Criteria

#### The Supervising Administrator:

- Has received “satisfactory” evaluations
- Has a minimum of three consecutive years of administration, one of which has been completed in the Tacoma School District
- Has the signature of the Middle or High School Assistant Superintendent or the Director of Elementary Education where the internship will take place
- Has demonstrated desired traits/skills necessary to mentor a candidate
  - Leadership skills in their current assignment
  - Awareness of the latest educational research and reform
  - Will provide time and guidance to the candidate
  - Has the ability to objectively assess and evaluate the candidate
  - Will help with the creation of an Individualized Leadership Plan of experiences and responsibilities for the intern
- Has read the criteria and expectations of an administrative intern and will provide the necessary opportunities and resources
- Will work in partnership with the Director of Professional and Organizational Development

## Administrative Intern Program Application

### *Administrator Sponsorship/Signature*

I sponsor the internship of  
and am willing to mentor him/her in my building during the 2007-2008 school year.

**Building Principal**

**Date**

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I support the aforementioned Building Principal's sponsorship of  
as an Administrative Intern for the 2008-2009 school year.

**Director Signature**

**Date**

*Director of Elementary, Middle or High School Education*

Please send this form directly to Kelly  
Raymond, Director of Professional and  
Organizational Development, CAB, 6<sup>th</sup>  
Floor. Thank you.