

Introduction

The Tacoma School District 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 our selection process may be an intern in the Tacoma School District.

Qualifications of the Applicant

- Is enrolled and has a letter of agreement from a sponsoring college/university.
- Has a minimum of one year's experience in the building where internship will occur.
- Has demonstrated excellence as a teacher or specialist the past three years as indicated on performance evaluations.
- Has demonstrated leadership role(s) in current assignment.
- Has at least three year's teaching experience.

Qualifications of Supervisory Principal

- Has at least three year's experience at the administrative level.

Requirements for Applying for the Internship

- Application packet and a portfolio must be completed and submitted.
- Confidential written recommendation based on Project Quality standards must be submitted from:

1. Building Principal
2. One other current district administrator

(These must be sent by the author in a sealed envelope directly to Kelly Raymond Director of Professional Development.)

- Sponsorship from your building principal and acknowledgement from your school's Director of Elementary, Middle, or High School Education must be submitted.
- Candidate must agree to meet all intern expectations.
- A letter of agreement must be submitted from the sponsoring university.
- Candidate must submit copies of the last three year's summary evaluations with the application.
- Interviews will be scheduled for all applicants following receipt of application.
- Interview with district committee.

Requirements (continued)

- Ability of intern to work part of the internship hours at a Summer School site.
- Interns must also apply for the State Internship Grant for substitute release days.

(Note that copies of your principal's recommendation letter must be submitted.)

Criteria for Screening Applicants

- Completion of three-page application and portfolio.
- Letter of agreement from sponsoring university for internship.
- Signature and commitment to program expectations.
- Agreement from building principal.
- Acknowledgement by your school's Director of Elementary, Middle, or High School Education **to be signed after interviews.**
- Confidential recommendation from your principal.

Application/Interview Process

State Applications can be found online at

<http://www.awsp.org/Content/awsp/ProfessionalDevelopment/StateFundedInternProgram/default.htm>

... or you can pick them up at the Professional Development Office, CAB - 6th floor.

Drop-in optional meeting for applicants who want clarification of expectations or processes
(Please call ahead to indicate attendance.)

Completed applications and portfolios are due to Kelly Raymond, Director of Professional and Organizational Development by **Wednesday, March 5, 2008.**

Confidential recommendation from another current district administrator. (sealed)

Summary of performance evaluation for the last three years.

Minimum of one year's experience in the building where internship would occur.

Signature on program expectations.

Individual interviews will be conducted before and after school hours at the Professional Development Office during March.

Applicants will be notified regarding their status.

Meeting of Administrative Interns.

Interns who are accepted into the program can

1. Complete summer work with a district or building administrator.
2. Attend the Administrator's Fall Conference.

Application for state funding must be submitted to Kelly Raymond, Director of Professional and Organizational Development By Wednesday March 5, 2008.

Tacoma School District complies with all federal laws and regulations and does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability. The district also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. This holds true for all students who are interested in participating in educational programs and/or extra-curricular activities. Inquiries regarding the application of the above reference should be directed to the assistant to the superintendent, equity and diversity, P.O. Box 1357, Tacoma, WA 98401-1357; telephone 253.571.1292. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning disabilities) should be directed to the director, comprehensive guidance programs, P.O. Box 1357, Tacoma, WA 98401-1357; telephone 253.571.1063.



Administrative Intern Program



Effective Leaders = Effective Schools

Effective Preparation = Effective leaders