

PERSONNEL

Administrator Internships

The following procedures shall be followed in the selection of interns for administrative or supervisory positions:

By October 1 of each year, staff members will be advised of the eligibility requirements for an administrative internship. Applications must be submitted to the Human Resources Office by February 15.

Cabinet will recommend applicants based upon applications, references, and interviews. The recommendations of Cabinet shall be submitted to the superintendent who will make final approval.

The District will determine internship assignments with input from the intern and building administrator(s).

Following selection, the intern and his/her supervisor will set objectives and plan appropriate activities dealing with such areas as personnel, curriculum, community relations, student relationships, finance, non-instructional operations, and facilities.

Approved: November 23, 1985

Revised: November 29, 1995

Revised: May 23, 2001

Revised: May 5, 2004