

Summers County Board of Education

Scope:

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BEGINNING PRINCIPAL INTERNSHIP PROGRAM OVERVIEW

The Summers County Board of Education recognizes the need for beginning school administrators including principals, assistant principals, and vocational (CTE) administrators to have a program that will help them transition from their previous job assignment to the new role in the local school. The Board believes that every beginning school administrator should be provided the benefits of a mentor who can help with this transition.

DEFINITIONS

Beginning Principal Interns: Those persons hired for the first time in West Virginia for a county school system as an assistant principal, principal, or vocational administrator after July 1, 1995.

Beginning Principal Mentors: Persons who have a minimum of five years of administrative experience as an assistant principal, principal, and/or vocational administrator, who were selected by the county superintendent, and who completed a staff development program approved by the West Virginia Department of Education prior to their employment as a mentor.

SELECTION AND ROLE OF MENTORS

Selection of Mentors - mentors shall be selected by the superintendent and hired by the board. A mentor should:

1. Have a least five years of experience as an assistant principal, principal, or vocational administrator with at least three years in the county.
2. Be willing, available and committed to the transition of the intern from preservice to school administrator.
3. Demonstrate effective professional behaviors such as being supportive, enthusiastic, caring and confidential.
4. Be a good listener and skilled communicator.
5. Show evidence of ability to collaborate and lead within a learning community.
6. Have no part in the evaluation or supervision of the beginning principal intern.
7. Have completed an approved state department of education training program or be willing to participation in one as soon as it is offered.
8. Be hired in a manner that is consistent with the Summers County Board of Education employment

procedures.

Mentors Role - mentors shall focus on following activities:

1. Emphasize job-related activities and performance.
2. Identify a wide array of human, material, and fiscal resources for the intern.
3. Assist the intern with identifying and planning long-term goals and objectives.
4. Assist with self-evaluation of the intern's daily activities to achieve the objective.

PROGRAM REQUIREMENTS

Requirement 1: Prior to the beginning of the instructional term but within the employment term, the beginning intern shall be provide an orientation program in which he or she will be introduced to the members of each department at the central office and shall be provided with a summary of expectations from each department. The orientation program shall afford the beginning intern the opportunity to become acquainted with the school district and pertinent information relevant to the intern's new position. If the beginning principal is hired during the instruction term, the orientation shall be conducted before or within the first week of the new administrator's employment term as an administrator. Topics shall include but not be limited to:

- Information about the county and the county school district
- Federal, state, and local policy information relevant to the beginning principal's job
- Personnel information including appropriate forms and procedures

Requirement 2: No less than three regular meetings per 9 weeks during the school year between the mentor and beginning administrator are required.

Requirement 3: Topics for the meetings should be developed jointly by the mentor and the intern. Topics for each meeting must include, but are not limited to, the following:

- evaluation of personnel
- budgeting
- scheduling
- instructional leadership
- discipline
- public relations
- conferencing skills

A copy of the signed agendas, signed by both the intern and mentor, shall be submitted to the office of Curriculum and Federal Programs at the end of each of the two 9 weeks of the internship.

Requirement 4: Stipends of \$300.00 will be paid at the end of the 18 weeks.