

## **Internships**

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

- A. By April 15 of each year all staff members interested in administrative internships shall notify administration.
- B. Through examination of the applicant's credentials and through examination and/or personal interview, the superintendent shall determine whether the applicant is qualified for consideration as an intern for an administrative position. The superintendent will be supplied with statements of criteria which relate to the specific job description. The Superintendent shall interview prospective interns on the basis of specific criteria for the position. The superintendent shall maintain a set of notes which can be used as the basis for arriving at recommendations.
- C. The individuals recommended for consideration as interns shall be scheduled for internship assignments when and where it will be most advantageous to the district.

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.