

ADMINISTRATIVE INTERNSHIP PROGRAM

I. Overview

- A. The role of field-based experiences in an educational setting has long been advocated as being an integral component of principal and school administrator preparation.
- B. The administrative internship program's purpose is to build and foster the leadership skills that are required to operate a school building by the next generation of school administrators.
- C. Educational leadership for school improvement must be the central focus of the experience for the administrative intern.
- D. The role of the administrative intern program in the Utica City School District should be to enhance both the educational needs of the intern, as well as to provide administrative support opportunities for its schools and school administrators.
- E. It is the duty of the Utica City School District, in accepting administrative interns into its schools, to insure that the intern receives a quality learning opportunity that exposes the intern to the day-by-day demands and obligations required of a building principal and/or school administrator.
- F. Based upon the successful completion in an administrative internship program the administrative intern should develop building-level administrative skills by assisting the Principal and/or district administrator.

II. Criteria for Participation in the Administrative Internship Program

- A. The administrative intern applicant must possess a New York State teaching certificate and/or building-level administrative certificate, or possesses a New York State teaching certificate and is currently enrolled in a state accredited building-level administrative certification program.
- B. The administrative intern applicant must be tenured and have a minimum of five (5) years of successful experience in teaching, administrative, and/or supervisory fields in education.
- C. The District will offer two options for completing an administrative internship during the regular school year as follows:

Option 1: a one-half (1/2) day internship for a minimum of five (5) months

OR

ADMINISTRATIVE INTERNSHIP PROGRAM

Option 2: a one (1) full day internship for a minimum of three (3) months.

A summer school administrative internship will be in addition to a full-day or half-day school year administrative internship. Those teachers who participate in the half-day internships will be allowed to teach the other half of the school day.

- D. The administrative internship program shall be conducted during regular school hours when students and staff are in session and/or in a summer school program.
- E. The administrative intern applicant must be employed by the Utica City School District and have voluntarily sought an unpaid leave of absence during the internship.
- F. An applicant for an administrative internship must submit a positive written letter of support (evaluation form) from both their supervising building principal and the Director of Curriculum & Instruction K-12 to be considered for participation in the program.
- G. Administrative internships shall be available based upon the operational needs of the district.
- H. Internship positions will be made available according to District established policy and procedures.
- I. Appointments to an administrative internship shall be filled on the basis of the best qualified person(s) from among those who apply, and shall be at the sole discretion of the Utica City School District.
- J. Supervision of the Administrative Intern Program will be the responsibility of the Superintendent or his/her designee, with input from appropriate administrators where necessary.
- K. The primary responsibility for the individual intern in a school shall be that of the principal at the building to which the intern is assigned.
- L. The primary responsibility for an intern appointed to Central Office shall be the Director of Curriculum & Instruction K-12.