

# Salinas Union High School District

## **ADMINISTRATIVE INTERNS**

### **Qualifications for the Program:**

1. Possession of a valid secondary teaching or pupil personnel credential
2. Three or more years of classroom experience at the middle or high school level
3. Possession of a valid California administrative credential or acceptance into an administrative credentialing program
4. Completion of the SRI administrative perceiver screener with a recommended score

### **Components of Internship Program:**

Individuals in the administrative internship program will have the opportunity to acquire training and experience in, but not limited to, the following areas:

Budget	Activities
Athletics	Special Education
Discipline	Attendance
Pupil Personnel Services	Special Programs
Classroom Management	Curriculum and Instruction
Plan Operation	Supervision
Problem Solving	Participatory Management
Business Operations	Personnel Management
School Law	District Operating Procedures
Safety Maintenance	Classified/Certificated Evaluations

### **Evaluation Process:**

Administrative inters will be under the direct supervision of the site principal or director. Written quarterly progress evaluations will be conducted, followed by a yearly in-depth evaluation and conference with the immediate supervisor and the Assistant Superintendent-Personnel Services. This conference will focus on the progress achieved plus areas needing improvement and will be held prior to March 1 yearly. Internships may be terminated due to less than adequate progress in evaluation.

Upon completion of a minimum of two successful years as an intern and possession of a clear administrative credential, a candidate may be recommended to the District Administration for placement on the salary schedule at the appropriate level of an assistant principal.

Administrative intern candidates will be expected to submit applications for any appropriate administrative openings available in the District according to their grade level preference and their experience. In addition to on-the-job training, administrative interns will have the opportunity to participate in the California Leadership Academy (A.T.C.) program at District expense.

# Salinas Union High School District

Management Personnel

Regulation # 4331.7

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The number of appointed administrative intern positions will be limited to those positions allocated on the Table of Organization. Placement of an administrative intern on the salary schedule as an assistant principal will not be considered a vacancy for another administrative intern.

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