

Administrative Internships

The following procedures will be followed in the selection and placement of administrative interns:

1. Bellevue School District employees enrolled in administrative preparation programs and employees of other districts requesting an administrative internship in the District are subject to the following process:
 - A. Candidates must provide a current supervisor endorsement, letter of interest, resume and *Washington State Funded Leadership Intern Application Form* (when applicable) to the Assistant Superintendent of Human Resources by April 30.
 - B. Candidates must provide evidence of acceptance at an institution approved by the Human Resources Department.
 - C. An Executive Director or Deputy Superintendent will conduct a screening interview with the candidate and complete a thorough examination of the applicant's credentials, including reference checks, to determine whether the applicant is qualified for consideration as an administrative intern.
 - D. Once an Executive Director or Deputy Superintendent has determined suitability for an internship placement in the District, the candidate will be informed in writing that they have been recommended for potential placement.
 - E. Once an appropriate placement has been arranged by an Executive Director or Deputy Superintendent, the candidate will be informed in writing and the Executive Director or Deputy Superintendent will inform Human Resources of the placement(s).
2. Internship placements will be determined as follows:
 - A. Internships for school-based District employees will be determined by their Executive Director of Schools in consultation with the employee and their principal.
 - B. Internships for employees seeking a program-based internship will be determined by the appropriate Executive Director or Deputy Superintendent in consultation with the employee and their principal and/or supervisor.
 - C. Internships for employees seeking both a program and school-based internship will be determined by the Deputy Superintendent or appropriate program Executive Director and Executive Director of schools in consultation with the employee and their principal and/or supervisor.
 - D. Administrative interns will not be placed with mentors with less than three years administrative experience as a building principal or program leader. Certification programs may require a mentor to have more than three years experience.

3. Internship placements for employees of other Districts will only be made if advantageous to the District.

Date: 4.15, 9.15, 4.16, 8.18