**Yakima School District**

**Administrator Internship Program**

**Application Materials**

Thank you for your interest in completing an administrative internship in the Yakima School District. Below please find the timeline and the requirements needed to apply.

**Timeline**:

Please return your application materials to us by the last working day in February. The Deputy Superintendent (or designee) and applicable building principal will evaluate your materials to determine your best placement and opportunity for professional growth.

**General Requirements:**

* A minimum of three years successful credentialed experience is required; Appropriate teacher certification in good standing.
* Enrolled in accredited Principal Certification Program
* Three letters of recommendation, one from a current supervisor/evaluator.
* Successful interview with Deputy Superintendent, or designee, and committee
* Successful submission of [AWSP Intern Grant](http://www.awsp.org/member-support/principal-interns/intern-grant)

**Minimum Qualification for Internship Mentor Principal/Director:**

* Three years as school principal and/or director
* Approval from Deputy Superintendent or designee

**Evaluation Criteria:** The criteria listed here will be considered in the selection of candidates for internship experiences: quality and extent of experience; leadership capacity; intelligence and scholastic ability; organizational skills; ability to work with others; participation in leadership activities; friendly, poised, confident manner; ability to speak and write effectively; interest in professional growth; commitment to instructional leadership, ability to work within district policies and procedures; ability to articulate goals, initiate and implement change; ability to utilize data to make sound decisions; ability to be an effective team member; ability to generate respect among school/district community; and recognition and appreciation for diversity.

**Application Tasks**: Please provide us with the following information, which will assist us in our evaluation:

* Completed Administrator Recommendation Form, with letter of recommendation (page 2)
* Internship Application Form and Narrative responses to questions 1, 2, 3 (page 3)
* A resume, outlining your educational and leadership experience
* Completed [AWSP Intern Grant](http://www.awsp.org/member-support/principal-interns/intern-grant)

**Yakima School District**

**Administrator internship Program**

**\*Administrator Recommendation of Intern Applicant**

(to be completed by YSD administrator)

Name of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions**: Please use this form to rate the intern applicant on the criteria listed below. Please attach a letter of recommendation, which identifies the applicant's involvement in the improvement of teaching and learning in your school/our district, and any school improvement leadership roles assumed.

**Please use a scale of 1-4:**

1=This is not an area of strength for the applicant.

2=The applicant demonstrates a basic level of performance in this area.

3=The applicant demonstrates proficiency in this area.

4=The applicant demonstrates a distinguished level of performance in this area. NA=There is no basis on which to judge the applicant in this area.

\_\_\_\_\_ Leadership capacity

\_\_\_\_\_ Intelligence and scholastic ability

\_\_\_\_\_ Organizational skills

\_\_\_\_\_ Ability to work with others

\_\_\_\_\_ Participation in leadership activities

\_\_\_\_\_ Friendly, poised, confident manner

\_\_\_\_\_ Ability to speak effectively

\_\_\_\_\_ Ability to write effectively

\_\_\_\_\_ Interest in professional growth

\_\_\_\_\_ Commitment to instructional leadership

\_\_\_\_\_ Ability to work within district policies and procedures

\_\_\_\_\_ Ability to articulate goals, initiate and implement change

\_\_\_\_\_ Ability to utilize data to make sound decisions

\_\_\_\_\_ Ability to be an effective team member

\_\_\_\_\_ Generates respect among school/district community

\_\_\_\_\_ Recognizes and appreciates diversity

**\*Please attach to this form a letter of recommendation, as described in the directions above and send directly to Yakima School District, Deputy Superintendent Office by Feb. 28.**

**Yakima School District**

**Administrator Internship Program**

**\*Application Form** (to be completed by intern)

**Directions**: Applicant, please complete the information below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: (w)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (h) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificated Years in Education and roles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Internship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of College/University Program Advisor:**

By signing below, you certify that the applicant has completed the necessary

prerequisites/requirements to enter the intern program and has the support of the program director for admission to the internship program.

Program Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Narrative Response Questions**

**Directions**: Applicant, please respond to the following questions (limit to one page per question, single-spaced) and attach responses to this page.

1. Briefly identify your involvement in the learning improvement efforts in your school and/or in our district and any leadership roles you assumed.
2. Describe your vision of high-quality teaching and learning in your school/the district and school improvement strategies you would use to facilitate the realization of that vision.
3. State your professional goals, skills and personal characteristics. How will these specifically contribute to your becoming an effective educational leader?

**\*Please send this signed form, along with the Narrative Response Questions, and verification of AWSP Intern Grant submission, directly to Yakima School District, Deputy Superintendent Office no later than Feb. 28**.