



SUPERINTENDENT OF PUBLIC INSTRUCTION

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January 4, 2007

(X) Action Required
Date Due: 3-16-07
(X) Informational

BULLETIN NO. 001-07 OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

TO: Educational Service District Superintendents
Chief School District Administrators
Intern Applicants
College/University Program Directors, Deans
Executive Directors of the Association of Washington School Principals
(AWSP), Washington Association of School Administrators (WASA), and
Washington Education Association (WEA)

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: Washington State-funded Education Leadership Intern Program Application

It is the intent of the Washington State-funded Education Leadership Intern Program to provide funds to public school districts for the partial release time of district employees participating in an administrative intern program (superintendent, principal, or program administrator) with an appropriate mentor. The Education Leadership Intern Program is designed to provide rigorous, authentic, and quality training experiences for the applicants selected. Specifics include:

- Any applicant enrolled in a Professional Standards Board-approved college/university education administration program is eligible to apply for the state-funded release time.
- Funds provided to school districts are to allow for approximately 25 days (or equivalent) of release time for the intern. Funds may only be used to hire substitutes or reduce the teaching schedule. Release days are dependent on the legislative 2007-09 budget.
- The Office of Superintendent of Public Instruction (OSPI) allocates funds for the release time at the rate of \$107 per day (or the district's actual daily replacement cost if less than \$107) for substitute costs.
- A school district and administrative intern may arrange to spread the allocated days over a two-year period if the university/college preparation program requires that length of time.
- Effective August 31, 1998, an approved preparation program requires practice as an intern during a "full school year." A full school year shall mean 720 hours of which at least half (360 hours) shall be during school hours when students and/or staff are present and shall include the principal performance domains (see WAC 180-78A-325 and WAC 180-78A-270).

The funded intern selection process includes:

- Process and procedures defined and developed by the OSPI Intern Advisory Committee (composed of representatives from OSPI, AWSP, WASA, colleges/universities, and interns).
- The advisory committee shall designate a selection committee (composed of representatives of all higher education administration programs, principals, superintendents, and teachers) which will submit the names of recommended intern applicants to the Superintendent of Public Instruction.
- All intern applicants will be notified by OSPI as to whether they are selected as participants, alternates, or not selected. Alternates may be selected if funds are available after the initial selection.

An application packet with specific information and forms is enclosed. Each intern applicant must complete and submit the following materials by 4:30 p.m., Friday, March 16, 2007, to the Education Leadership Intern Program (address below):

- The Washington State-funded Education Leadership Intern Program 2007 Application Form (**Form A**) must be complete, and signatures of college program director and district superintendent or designee are required.
- The Washington State-funded Education Leadership Intern Program Application Requirements form (**Form B**) responses to Questions I, II, and III are limited to one page per question, single-spaced. Intern's signature is required.

Each recommending administrator must complete the following forms and return them in a **sealed, signed envelope** to the intern applicant who will submit a complete application packet by 4:30 p.m., Friday, March 16, 2007, to the Education Leadership Intern Program:

- The Administrator Recommendation and Rating of Intern Applicant form (**Form C**) is provided by the intern applicant, and the **completed form is returned to the intern applicant in a sealed envelope to be submitted with all other application materials.** The recommendation includes both narrative recommendation and rating of the applicant. Narrative recommendation is limited to one page and must be signed by the recommending administrator.
- The Resume template (**Form D**) must be used for submittal with application.
- The Personal Information Form (**Form E**) is optional and is provided by the intern applicant.

Return completed application packet by 4:30 p.m., Friday, March 16, 2007, to:

**Washington School Principals' Education Foundation
Education Leadership Intern Program
1021 8th Avenue, SE
Olympia, WA 98501-1500**

Applicants, districts, and college program directors will be notified by OSPI by May 9, 2007, of the names of those individuals who are either selected, are alternates, or are not selected for

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release time funding. The Washington State-funded Education Leadership Internships were funded by the State Legislature for the 2007-09 biennium. Should funding not be continued, these applications will be considered null and void.

The Washington State-funded Education Leadership Intern Program is managed by the Washington School Principals' Education Foundation (WSPEF) in cooperation with OSPI. For assistance, contact Don Rash, program director, at 360.357.7951, don@awsp.org, fax 360.357.7966, or at the address listed above.

This information is also available on both the OSPI Web site at <http://www.k12.wa.us/BulletinsMemos/bulletins2007.aspx> and the WSPEF Web site at <http://www.awsp.org/Content/awsp/ProfessionalDevelopment/StateFundedInternProgram/default.htm>

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Catherine Davidson, Ed.D.
Chief of Staff

TB:CD:skc
Enclosures: Application Packet
Checklist
Rubric