



Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Leadership Internship Program

1. **Purpose:**

Washington State Educational Leadership Intern Program funds public school districts for the partial release time of district employees participating in administrative (principal, superintendent and program director) intern programs with an appropriate mentor. The program is designed to provide interns with rigorous, authentic, and quality training experiences. This program, aligned with the goals of education reform and school improvement, provides leadership training and essential skills to administrators with the outcome of greater student achievement.

2. **Description of services provided:**

The Washington School Principals' Education Foundation (through the Association of Washington School Principals (AWSP) under contract with OSPI operationally administers the Leadership Internship Program for superintendents, principals, and program administrators. Services include:

- a. Develop Leadership Internship Program application materials and program materials.
- b. Develop and keep current the Intern Program database, which includes information such as the participant's name, address, school, district, grade level, region, gender, program completion date, training participation, placement, etc.
- c. Process Leadership Internship Program applications, prepare preliminary data for advisory committee, select, and secure meeting sites, and organize and facilitate the candidate selection process.
- d. Prepare and distribute acceptance and rejection notices to applicants.
- e. Provide the Superintendent's designee with a breakdown of the applicants upon request. Breakdown shall include information such as the number of applications received, the number funded, etc.
- f. Collaborate/partner with other organizations and advisory committees such as the Association of Washington School Principals, Washington Council of Educational Administration Programs, Washington Association of School Administrators, and school districts to define required training/workshops/conference activities.
- g. Organize, implement, and notify participants of the training activities.
- h. Provide information to the Superintendent's designee regarding trainings, workshops, and conference activities upon request.



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- i. Develop and conduct workshops for program participants.
- j. Organize and maintain all data related to principal interns, including demographic data, level in which internship shall be completed, and job placement data at end of internship year.
- k. Communicate regularly with interns on professional issues, meetings, in-service, publications, and other training opportunities.
- l. Recommend adjustments to The Washington State Educational Leadership Intern Program Grants when needed.
- m. Provide enhanced four- (4-) day cohort-based series of learning and support for all interns across the state. This professional learning will help interns in a variety of ways, including providing professional learning on the following topics:
 - Becoming a racially literate school leader
 - Creating and developing an action plan for your internship
 - Setting goals for a successful internship
 - FERPA and Confidentiality
 - ASB, Booster Club & PTA
 - Applying an equity lens during your internship
 - Engaging students in systemic change
 - Elevating student voice
 - Conducting equity audits for systemic change
 - Holding courageous conversations
 - Conducting a job search and preparing for the interview
 - Understanding and implementing school-wide inclusive practices
 - Defining my impact

3. Criteria for receiving services and/or grants:

Schools must assure that:

- a. The candidate shall be enrolled in a Professional Educator Standards Board-approved school principal preparation program.
- b. The candidate shall apply in writing to his or her local school district.
- c. Each school district shall determine which applicants meet its criteria for participation in the principal internship support program. When submitting the names of applicants, the school district shall identify a mentor principal for each principal intern applicant.
- d. School Districts and institutes of higher education approved principal program and internships must comply with WAC 181-78A.



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Beneficiaries in the 2022-23 School Year:

| | |
|-------------------------------------|--------------------------|
| Number of School Districts: | 68 |
| Number of Schools: | 148 |
| Number of Students: | 76,900 |
| Number of Educators: | 177 funded 40 non funded |
| Other: Higher Ed principal Programs | 18 |

4. Are federal or other funds contingent on state funding?

No

5. State funding history:

| Fiscal Year | Amount Funded | Actual Expenditures |
|-------------|---------------|---------------------|
| 2023 | \$477,000 | \$393,330 |
| 2022 | \$477,000 | \$423,920 |
| 2021 | \$477,000 | \$407,973 |
| 2020 | \$477,000 | \$425,403 |
| 2019 | \$477,000 | \$475,945 |

6. Number of beneficiaries (e.g., school districts, schools, students, educators, other) history:

| Fiscal Year | Number of Funded Interns |
|-------------|--------------------------|
| FY23 | 177 |
| FY22 | 195 |
| FY21 | 177 |
| FY20 | 194 |

7. Programmatic changes since inception (if any):

2018-19 marked the first year of the Aspiring School Leaders Network, a professional learning series designed to provide resources, guidance and support to those who have set their sights on leading and transforming educational systems for all students. Attendees learn how to enhance their administrative internship experience, hearing from successful veteran leaders in the field and gain valuable insights as they prepare for leading in an educational environment.



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The series offerings are conducted on both the west and east side of the state. The workshops served over 100 interns this past year.

8. Program evaluation or evaluation of major findings:

Participant evaluations are completed annually and reviewed by the Intern Grant Advisory Committee. This information, combined with feedback from the Washington Council of Educational Administration Programs (WCEAP), is used to adjust and make improvements to the program. Findings include enhanced awareness and subsequent teaching, learning, and acquisition of pertinent skill sets needed to be a successful administrator in the current educational environment in schools and districts.

9. Major challenges faced by the program:

Overwhelmingly, AWSP continues to hear that \$2,140 does not cover adequate release time. When the grant started, interns received 45 release days for administrative experiences and job shadowing. Now the language suggests 20 days. Unfortunately, more and more districts are only offering what the \$2,140 will actually cover in substitute costs, giving many interns an average of 8-12 days. The appropriation has continued to be inadequate to support programmatic needs and accomplish the goals and intent of the program.

10. Future opportunities:

This program has been and continues to be essential to the preparation of qualified, effective principals. The program will need continued and appropriate funding. The state principal workforce continues to experience those eligible for retirement. The Leadership Internship Program encourages and supports new candidates to replace the increasing retirement cohort. With the positive direction the state is moving in providing all students with effective, highly qualified and diverse leaders.

11. Statutory and/or budget language:

\$477,000 of the general fund—state appropriation for fiscal year 2022 and \$477,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for the leadership internship program for superintendents, principals, and program administrators.



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12. Other relevant information:

| Grade Level | Applicants | % | # Funded | % Funded | Non-funded Applicants |
|--------------------------|-------------------|-------------|-----------------|-----------------|------------------------------|
| High School | 28 | 12.9% | 23 | 82.1% | 5 |
| Middle School | 57 | 26.3% | 46 | 80.7% | 11 |
| Elementary School | 125 | 57.6% | 102 | 81.6% | 23 |
| Program Admin | 7 | 3.2% | 6 | 85.7% | 1 |
| Total | 217 | 100% | 195 | 93.8% | 40 |

13. Schools/districts receiving assistance:

[preliminaryfy23state-fundedprovisograntawardsupdated-42823.xlsx \(live.com\)](#)

14. Program Contact Information:

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