

## Policy Information

### Series 4000 - ADMINISTRATION

#### CENTRAL OFFICE AND BUILDING ADMINISTRATION

##### Administrative Internship

Policy # 4330

The Board of Education supports a training program for prospective administrators for the purpose of benefiting the District and the prospective interns.

The scope of the program for each intern is to evolve as the participant successfully undertakes a series of administrative tasks under the supervision of a Building Principal or other administrator. Statutory regulations, time, and competency exhibited by an intern will establish the program limits.

An intern's program will ordinarily be for one (1) semester or one (1) school year on a full-time basis. A full-time intern will be paid 100 percent (100%) of his/her teaching salary for a one (1) semester internship and 60 percent (60%) of his/her teaching salary for a school year internship.

The Superintendent of Schools may recommend to the Board of Education no more than three (3) prospective administrative interns each school year and will submit an annual evaluation of the prospective administrative interns to the Board. Each intern will also submit a report of his/her program to the Superintendent. This report will include the intern's evaluation of the program and an assessment of his/her participation.

#### Policy References:

8 New York Code of Rules and Regulations  
(NYCRR) Section 80.4

Adoption Date: 12/20/2011  
4000 - ADMINISTRATION

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