



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

December 1, 2009

(X) Action Required

Date Due: 3-12-2010

(X) Informational

BULLETIN NO. 081-09 OPERATIONS AND EXTERNAL RELATIONS

TO: Educational Service District Superintendents
Chief School District Administrators
Intern Applicants
Deans and Directors of Colleges of Education
Program Directors, College/University Education Administration Programs
Executive Director, Association of Washington School Principals
Executive Director, Washington Association of School Administrators
Executive Director, Washington Education Association

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Washington State-Funded Education Leadership Intern Program
Application

CONTACT: Don Rash, Director, Intern Programs, (360) 357-7951, don@awsp.org, fax
(360) 357-7966

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 Educator Standards Board-approved college/university education administration program is eligible to apply for the state-funded release time. Currently those are: Central Washington University, City University of Seattle, Eastern Washington University, Gonzaga University, Heritage University, Pacific Lutheran University, Seattle Pacific University, Seattle University, St. Martin's University, University of Washington, Washington State University, Western Washington University, and Whitworth University.
- 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 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 540 hours of which at least half (270 hours) shall be during school hours when students and/or staff are present and shall include the principal performance standards (see WAC 181-78A-325 and WAC 181-78A-270).

The funded intern selection process includes:

- Process and procedures defined and developed by the OSPI Intern Advisory Committee (composed of representatives from OSPI, the Association of Washington School Principals, the Washington Association of School Administrators, 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 12, 2010, to the Education Leadership Intern Program:

- The Washington State-Funded Education Leadership Intern Program 2010 Application Form (**Form SPI 1651 page 1**) 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 SPI 1651 page 2**) responses to Questions I, II, and III are limited to one page per question, single-spaced. Intern's signature is required.
- Résumé (**Form SPI 1651 page 5**)
- The Personal Information Form (**Form SPI 1651 page 6**) is optional and is provided by the intern applicant.

Each recommending administrator must complete the following form and return it, along with a written and signed narrative, in a **sealed, signed envelope** to the intern applicant who will submit a complete application packet by 4:30 p.m., Friday, March 12, 2010, to the Education Leadership Intern Program.

- The Administrator Narrative Recommendation and Rating of Intern Applicant forms (**Form SPI 1651 pages 3 and 4**) 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**. Narrative recommendation is limited to one page and must be signed by the recommending administrator.

Completed application packet must be received by 4:30 p.m., Friday, March 12, 2010, by the:

**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 7, 2010, of the names of those individuals who are either selected, are alternates, or are not selected for release time funding. The Washington State-Funded Education Leadership Intern Program is funded by the State Legislature. Should funding not be continued in the 2010-11 biennial budget, this application 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, Director, Intern Programs, 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> and the WSPEF Web site at <http://www.awsp.org/Content/awsp/ProfessionalDevelopment/StateFundedInternProgram/default.htm>

EXTERNAL RELATIONS

Robert Harkins
Deputy Superintendent

DK:sj

PROFESSIONAL CERTIFICATION

David Kinnunen
Associate Director

Enclosures: Form SPI 1651—Application Packet
Application Packet Checklist