



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

December 1, 2011

(X) Action Required

Date Due: 3-9-2012

(X) Informational

MEMORANDUM NO. 071-11M STUDENT SUPPORT

TO: Educational Service District Superintendents
School District Superintendents
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
Washington School Principals' Education Foundation
(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 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 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, 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 attached. Each intern applicant must complete and submit the following materials by 4:30 p.m., Friday, March 9, 2012, to the Education Leadership Intern Program:

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- The Washington State-Funded Education Leadership Intern Program 2012 Application form (**Form SPI 1651 page 1**) must be complete, and signatures of university 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, and not smaller than 11 pt. Times New Roman font. 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 9, 2012, 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**. The narrative recommendation is limited to one page and must be signed by the recommending administrator.

The completed application packet must be received by 4:30 p.m., Friday, March 9, 2012, at the address below:

**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 4, 2012, 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 2012–13 biennial budget, this application will be considered null and void.

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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 website at <http://www.awsp.org//Content/awsp/ProfessionalDevelopment/StateFundedInternProgram/StateFundedInternPro.htm>

K-12 EDUCATION

Alan Burke, Ed.D.
Deputy Superintendent

STUDENT SUPPORT

Martin T. Mueller
Assistant Superintendent

David Kinnunen, Associate Director
Professional Certification

RD:sh

Attachments:

Attachment 1: Leadership Intern Program 2012 Application Form SPI 1651

Attachment 2: Application Packet Checklist

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at (360) 725-6162 or P.O. Box 47200 Olympia, WA 98504-7200.