

Administrative Intern Program

Section 1. Purpose. The purpose of the EACS administrative intern program is twofold. It gives aspiring administrators an opportunity to experience and observe the duties, responsibilities, and functions of a building administrator before or after obtaining an administrator's license and without losing the opportunity to return to a certificated assignment. If the intern already possesses administrative certification, it provides principals and other supervisors administrative support in the areas of need within the school or department.

Section 2. Minimum Qualifications. To be eligible for consideration as an administrative intern, an individual must hold a valid Indiana teacher's license, have two (2) or more years experience as a teacher, and have completed at least nine (9) semester hours of coursework toward an Indiana Administrator's license.

Section 3. Selection/Recruitment. Preference will be given to current EACS teachers. It would be the responsibility of any EACS teacher to make known his/her promotional goals in writing through an application for the Administrative Intern Program submitted to the Human Resources Department, or by applying for a posted administrative position. EACS teachers may be recruited by the administration for the Administrative Intern Program.

Section 4. Number of Administrative Interns Per School Year. The Superintendent shall have the discretion to determine the number of administrative interns to be selected each school year.

Section 5. Length of Term of Administrative Internship. The appointment to an administrative internship shall be for one (1) school year but may be renewed for an additional school year by mutual agreement.

Section 6. Compensation/Length of Contract. The contract for an administrative intern shall be 200 days and the compensation for an administrative intern shall be determined by the Superintendent within the range for said position established in the EACS administrators' salary schedule.

Section 7. Additional Benefits. An administrative intern shall be entitled to all benefits normally provided to an EACS building administrator on a 225 day contract.

Section 8. Conclusion of the Internship. At the conclusion of the administrative internship, the intern shall return to his/her former teaching assignment unless a permanent administrative assignment is offered and accepted.

Section 9. Replacement of Administrative Intern. The teacher hired to replace the administrative intern shall be issued a regular teacher's contract. Any teacher hired to replace the administrative intern shall be displaced upon the administrative intern's return to his or her former teaching assignment.

Section 10. Duties and Responsibilities of Administrative Intern. The administrative intern shall perform school duties as assigned by the mentoring building administrator. If the administrative intern does not have a valid Indiana administrative license, the intern shall continue, during the term of the administrative internship, to take additional courses, as determined by the Superintendent that would apply toward qualifying for an Indiana administrator's license.

Section 11. Duties and Responsibilities of Mentoring Building Administrator. The building administrator of a school to which an administrative intern is assigned shall serve as the administrative intern's mentor without additional compensation. The building administrator mentoring an administrative intern shall make every effort to expose the administrative intern to a wide variety of administrative experiences. The mentoring building administrator shall also be responsible for all orientation and training of the administrative intern. The mentoring building administrator shall also evaluate the administrative intern at least once each semester. The evaluation shall focus on the knowledge and skills necessary to be a successful school administrator.

Section 12. Limitation on Duties of an Administrative Intern.

1. Administrative interns who do not yet have administrative certification shall not evaluate certificated bargaining unit members but may observe the evaluation process by shadowing the administrative evaluator. Administrative interns who are administratively certified may conduct classroom observations, however, the final evaluation instrument will be completed by the building principal. The teacher being evaluated may request that the administrative intern's involvement in the teacher's evaluation be terminated and the teacher shall not be obligated to give any reason for such a request.
2. Administrative interns may serve as a principal's designee in connection with student discipline under I. C. 20-8.1-5.1; however, no administrative intern may recommend a student for expulsion unless the request for expulsion is also approved by the administrative intern's mentoring administrator. Any building principal intending to designate an administrative intern as the building principal's "designee" for student disciplinary matters shall make such designation in writing and file a copy of said written designation with the Office of Student Services.