

Welcome to Your Internship: Activities to consider during your principal internship

This document is intended to serve as a resource. It is not intended to be used as a checklist of activities that must be completed during an internship. Nor should it be considered complete or exhaustive.

As you move through the internship experience, we suggest you consider these key points:

- **Follow a gradual release of responsibility in learning through key experiences.**
 1. Principal does activity and intern observes, then debrief with your principal.
 2. Intern does activity together with principal, then debrief with your principal.
 3. Intern does activity and principal observes, then debrief with your principal.
- **Assume full leadership/ownership in some key areas of responsibility.**
- **Maintain a very high level of confidentiality.** Each activity and conversation you engage in as an intern demand of you a greater level of confidentiality. The more confidence your mentor principal and district office staff have in you, the deeper and more meaningful your internship will be.

Budget Development and Management

- Building budget development and distribution of funds (general and categorical)
- Procedures and authority for school budget within your district and one other district
- Monitoring and adjusting spending over the course of the year
- Purchasing process – from idea to buy something to final payment to vendor
- Your school's connection to Booster Clubs and PTAs

Build Your Network of Support

- Other interns, district/regional principals, AWSP officers and staff

Community/Media Relations

- Role the principal plays, and does not play, in community/media relations
- Understanding the role your district PIO (Public Information Officer) plays
- Knowledge of local media outlets (papers, radio stations, TV stations) and how to leverage for communications
- School levy/bond campaigns
- Chamber of Commerce, local service club engagement

Conflict Mediation/Communication

- Staff, parent, student—or combination of the three
- How to prepare for, and have, courageous conversations
- Building relationship with Association representatives at the school and district levels

Cross Grade Level Exposure/Experience

- Elem, MS, HS, skill centers, 'alternative' education programs

Decision Making

- Understanding and applying a decision making process

- What decisions are made by the staff? And how?
- What decisions are made by the building leadership team? And how?
- What decisions are made by the principal? And how?
- What decisions are made at the district level? What if you don't agree with one of those decisions?

Discipline

- Student Discipline
 - Establishing expectations, setting the school climate and culture (PBIS?)
 - Discipline, suspension (short and long term), expulsion, due process, appeals, hearings
 - HIB, Title IX issues
 - Working with families/students to keep it positive and a learning opportunity
 - Firm, fair, friendly
- Staff Discipline
 - Distinguishing discipline vs. performance issues
 - Following the contractual agreement
 - Forms of discipline, from letter of direction to discharge

District Office Relationships

- Build, nurture, maintain
- Attend district level leadership meetings

Event Management/Supervision Strategies

- Bus, recess and lunch duty
- Event supervision – athletic, music/drama, etc.

Facility Management

- Tour entire building with lead custodian, including grounds and fields, parking lots, access roads, etc.
- Turning off utilities — water, gas, electricity
- Knowing phone, intercom, alarm and bell systems

Handbooks, Agreements and Policies

- Student and staff handbooks
- Athletic/activity code
- Employee relations and negotiations
- Bargaining unit contracts
- Board Policy and Procedures
- Common School Manual – WACs

Hiring — Classified and Certificated

- Posting, screening, interviewing, reference checking, selection
- New staff member orientation and induction activities (through the year)
- Determining needs: Post a vacated position or restructure the position?

Instructional Leadership — Teaching and Learning

- Vision and Culture – School and district
 - Developing and operationalizing stewardship of the vision
 - Measuring the climate and culture of your school
 - Equity leadership
- Program development and evaluation
 - Common Core Standards, grade level expectations, curriculum mapping and pacing
 - Instructional materials selection and/or alignment
 - Understand the change process and how to develop strategies to bring about change
- Staff development plan
 - Key element of School Improvement Plan
 - Facilitating the development of the plan
 - Make it valuable — something teachers look forward to participating in
 - Work with building leadership team in a professional learning community environment
 - Plan and implement a staff learning opportunity; model effective classroom instruction
 - Lead a study/focus group on a topic important to your school
- School Improvement Plans
 - Use and misuse of data
 - Disaggregation of data to examine subgroup and individual student performance
 - Ongoing use of actionable data; monitoring and adjusting the plan
 - Smarter Balanced Assessment interim and summative resources
 - Cultural competence of your community
- Teacher supervision/evaluation
 - Process: Pre-conference, observation, post conference, evaluation
 - Differentiated supervision
 - Your district's instructional and leadership *frameworks* (TPEP)
 - Teacher and principal *evaluation* criteria and process
 - Plan of improvement, probation, non-renewal
 - Instructional/challenging/courageous conversations

Master Schedule/Specialist Schedule Development

Meetings — Who, What, When, Where, Why and How

- Staff
- Department/Team leads/leadership team
- Grade level, content, or cross-content teams
- District level

Parents

- The art, and importance, of making connections and being visible
- Parent conferences and open house — participating in and facilitating difficult conferences
- Individual behavior and academic issue conferences
- Working effectively with parent groups — PTAs and booster clubs

Politics of the Principalship

School Safety — Knowing, Managing, Drilling, and Actual Events

- Safety plans – building and district level
- Emergency preparedness plans
- Resources for the unexpected
- Connection with first responders

Special Education & Special Services

- IEP writing, conference
- *Determination of Manifestation of Disability* discipline conference
- 504 planning and implementation process
- Due process
- Confidentiality

Student Leadership/Government

- Student Leadership – all levels!
- Activity Code
- ASB finance, even at the elementary level

Student Unique Health Issues

- Appropriate accommodations and sensitivity to the needs of the student and their parent
- Response to student, or staff, injury at school

Support Services

- Food service, transportation, sp ed., budget office, maintenance and grounds directors... how their work impacts your work and vice versa