

PERSONNEL

Administrative Candidate Program

The following procedures provide criteria for selection and general guidance for the Snohomish School District Administrative Candidate Program. Candidates working in the district will participate in the multitude of daily administrative field experiences that will lead to the granting of a provisional principal's credential or a program administrator credentials.

The Snohomish School District Administrative Candidate Program is designed to provide a carefully planned set of field experiences to properly prepare an administrative candidate for a position of administrative leadership and help meet the requirements for a provisional administrative credential.

Administrative Candidate Committee

A. Membership

The Administrative Candidate Committee chairperson shall be the Assistant Superintendent. Committee members shall be appointed by the Assistant Superintendent and shall include:

1. Executive Director of Teaching and Learning
2. One elementary principal
3. One middle level principal
4. One high school principal
5. Intern supervising principal will be added for the review meeting prior to the candidate's intern year

B. Duties

The Administrative Candidate Committee shall determine, in its discretion, whether to accept or reject applications from any prospective administrative candidates, even if they have already begun a college or university program leading to an administrative credential. The committee has no obligation to accept any candidate whom it determines, in its discretion, does not satisfactorily meet the District's criteria for prospective administrators stated in this procedure. The committee has the authority to recommend school placement different from the one sought in an application for any candidate accepted into the district's Administrative Candidate Program.

C. Relationship to Colleges or Universities

The district Administrative Candidate Committee shall work closely with the colleges and universities to plan a meaningful field experience program for each administrative intern accepted into the district's program. The district reserves the right to accept or deny entering into a relationship with the college or university.

D. Meetings

The Administrative Candidate Committee will convene on the call of the committee chairperson. The committee shall:

1. Receive and review each letter of application
2. Review candidate's credential file
3. Interview candidates
4. Interview, as necessary, other persons relevant to candidate's application
5. Seek other written information on candidate, if necessary
6. Act on each candidate's application

E. Timeline

A certificated staff member interested in beginning a program that will lead to an administrative credential is required to meet with the Administrative Candidate Committee prior to beginning any certification or masters program that will lead to an administrative credential.

Application Procedures

Candidates must obtain an application form from the Human Services department. The application form must be accompanied by a letter explaining the candidate's qualifications and future personal educational goals. All applications are to be submitted to Human Services prior to entering in to a program that will lead to an administrative credential.

Candidate Qualifications

Any person desiring to enter the program that will lead to achieving an administrative credential must meet the following criteria:

- A. Must have completed a master's degree or be currently enrolled in a master's degree program.
- B. Must enroll in a college or university program designed to satisfy the administrative certification requirements for Washington State as approved by the district.
- C. Must have demonstrated five (5) years of proficient teaching experience. Three (3) years of this experience must have been in the Snohomish School District.
- D. Must have demonstrated proficiency level on evaluative criteria for three (3) years in:
 1. Centering instruction on high expectations for student achievement
 2. Demonstrating effective teaching practices
 3. Recognizing individual student learning needs and developing strategies to address those needs
 4. Providing clear and intentional focus on subject matter content and curriculum
 5. Fostering and managing a safe, positive learning environment
 6. Using multiple student data elements to modify instruction and improve student learning
 7. Communicating and collaborating with parents and school community
 8. Exhibiting collaborative and collegial practices focusing on improving instructional practice and student learning

Admittance to the Administrative Candidate Program

The Administrative Candidate Committee will determine whether to admit a candidate into the district's administrative candidate program by evaluation of the criteria stated above and consideration of the following additional factors:

- A. Projected needs of the Snohomish School District
- B. Review of candidate's academic preparation
- C. Review of the quality of the candidate's educational experiences
- D. Candidate's leadership potential
- E. Recommendations from their immediate supervisor and two colleagues
- F. Candidate's interview with the committee
- G. Other data, which the candidate or the committee believes, would be beneficial in making a determination regarding program admittance

Administrative Candidate (Intern) Responsibilities

At the point when the administrative candidate is ready to begin their internship a second meeting with the prospective intern will be convened. The purpose of this meeting will be to review expectations and make a decision as to program requirements and support for the internship. This meeting will occur no later than May 15 the year before the internship will begin.

The administrative intern will be responsible for meeting all school, district and college requirements. Interns are required to be involved in the program from August 1 prior to the start of school through June 30 of the school year. There will be no additional compensation.

Because the program is offered for the benefit of the intern, it is expected that the intern's classroom preparation will have to be outside of the school day. Time not spent in actual classroom instruction should be devoted to internship responsibilities. Interns, by the nature of the program, must spend time beyond the regular school days as requested by the supervising principal and shall receive no monetary compensation for additional time resulting from working on internship programs and activities.

Responsibilities of Supervising Principal

The supervising principal shall be responsible for ensuring that interns are provided learning experiences in all areas of the field experience activities. The principal will meet with the intern to select the appropriate activities and establish a recommended calendar for completion of the various field experiences.

Administrative Candidate (Intern) Release Time

The district recognizes that some activities of the internship will require the intern to attend meetings or to complete assignments during the school day. To assist in the completion of these tasks, the district may allow up to forty-five (45) full days of release time at no loss of pay to each intern. It is also realized by the district that release time is important to a successful internship. This release time is to be arranged in advance by the supervising principal and approved by the Assistant Superintendent.

Length of Internship

An administrative internship shall be the length of one school year. However, the committee may recommend or approve extending an internship beyond one school year.

Principal Assignments

The district does not assume any responsibility or commitment to the placement of the administrative candidate into administrative positions following completion of the Administrative Candidate Program and the awarding of a provisional elementary or secondary principal's credential.

Adoption Date: January 11, 2012

Reference: WAC Chapter 392-320
WAC Chapter 181-78A