

## BEGINNING PRINCIPAL INTERNSHIP

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### 1.0 Purpose

Every person employed for the first time as an assistant principal, principal or vocational administrator after July 1, 1995, will participate in the Beginning Principal Internship Program. It is the goal of the Board to provide a Beginning Principal Internship Program as outlined in West Virginia State Policy 5899.

### 2.0 Definitions

**2.1 Beginning Principal:** Beginning principal interns are those persons employed for the first time in a county school system as an assistant principal, principal and/or vocational administrator.

**2.2 Beginning Principal Mentor:** Beginning principal mentors are persons who have a minimum of five years of administrative experience as an assistant principal, principal and/or vocational administrator, who are selected by the county Superintendent and who have completed the administrative mentor staff development program approved by the West Virginia Department of Education prior to their employment as a mentor.

### 3.0 Criteria for the Selection of Mentors

**3.1** Has a minimum of five years of administrative experience as an assistant principal, principal and/or vocational administrator;

**3.2** Has completed an approved state department of education training for administrative mentors;

**3.3** Meets qualifications as outlined in the job description for Beginning Principal Internship Mentor; and

**3.4** Selected by the Superintendent.

### 4.0 Implementation of Beginning Principal Internship Program

#### 4.1 Responsibilities of Mentor:

**4.1.1** Provide an orientation program for the beginning principal prior to the beginning of the instructional term but within the employment term;

**4.1.2** Meet with the beginning principal at least three times per semester during the school year. Release time from regular duties for this purpose may be approved by the mentoring principal's supervisor;

**4.1.3** Develop meeting topics, including, but not limited to, those listed jointly with the beginning principal intern;

- 4.1.4** Complete a log of activities between the mentor and intern, including observations, conferences and support team meetings. The log shall include dates of meetings and topics of discussion; and
- 4.1.5** Support and counsel the new beginning principal. (The beginning principal mentor is not responsible for or participates in any evaluation or supervision of the beginning principal.)
- 4.2** Topics for orientation program (to be conducted prior to the instructional term, but during the employment term) and meetings (no less than three regular meeting in a semester during the school year are required) include, but are not limited to:
  - 4.2.1** Orientation topics:
    - 4.2.1.1** County Board of Education policies and administrative procedures
    - 4.2.1.2** West Virginia Board of Education policies: Policy 2510 (Regulations for Education Programs); Policy 2320 (Accreditation Policy 2520 (Instructional Goals and Objectives); Policy 5310 (Personnel Evaluation)
    - 4.2.1.3** Meeting topics: Evaluation of personnel; Budgeting; Scheduling; Instructional Leadership; Discipline; Conferencing Skills; Public Relations

**5.0 Documentation of the Beginning Principal Internship Program**

The successful completion of the beginning Principal Internship Program will be a goal of the beginning principal and documented through the principal’s Annual Goal Evaluation Process.

**6.0 Method of Payment to Beginning Principal Mentor**

An annual stipend of \$600 will be provided a mentor for the Beginning Principal Internship Program. At the end of the school year, or upon completion of the duties and responsibilities of the Mentor Program, the mentor will be paid the stipend.

**7.0 Review Schedule**

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**AUTHORITY:** West Virginia Code §18A-3-2d; West Virginia Board of Education Policy 5899

**ADOPTED:** 05/27/14

**REVISED:** \_\_\_\_\_