

## **BEGINNING PRINCIPAL INTERNSHIPS**

### **1. Scope, Authority and Purpose**

- 1.1 This policy establishes a beginning principal internship for every person hired for the first time in a county system as an assistant principal, principal, or vocational administrator. A beginning principal is also defined as a principal, regardless of experience, who has not been a principal in West Virginia prior to being hired by Monroe County Schools.
- 1.2 This policy is in concert with WV Department of Education Policy §5899; WV Code §18-2-5; WV Code §18A-3-2d.
- 1.3 The purpose of this policy is to assist persons hired for the first time as assistant principals, principals, or vocational administrators with the transition from their previous job assignment to their new role in the Monroe County School district. The policy also creates a mentorship program of experienced principals to assist those new administrators during their first year.

### **2. Definitions**

- 2.1 Beginning Principal Interns are those persons hired for the first time in West Virginia for a county school system as an assistant principal, principal, or vocational administrator after July 1, 1995.
- 2.2 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 were selected by the county superintendent and who completed a staff development program approved by the West Virginia Department of Education prior to their work as a mentor.
- 2.3 Orientation Programs afford a beginning principal intern the opportunity to become acquainted with the county school district and pertinent information relevant to the beginning principal's job. They are conducted prior to the beginning of the instructional term but within the employment term if at all possible. If a beginning principal is hired during the instructional term, the orientation program shall be conducted during the instructional term. The superintendent shall provide the initial orientation program to all beginning administrators.
- 2.4 Meetings are an integral part of the Beginning Principal and Mentor relationship. No less than three regular meetings per semester during the school year between

the mentor and beginning principal are required.

- 2.5 Topics for Meetings shall be developed jointly by the mentor, intern and superintendent and must include, but are not limited to, the following: evaluation of personnel, budgeting, scheduling, instructional leadership, discipline, public relations and conferencing skills.
- 2.6 Documentation of the Beginning Principal Internships should be included in the completion of the requirements of Policy 5310 - Performance Evaluations of School Personnel, Sections 15-18. Beginning Principal Intern Mentors may not be responsible for, or participate in, any evaluation or supervision of the beginning principal intern.
- 2.7 Stipends of \$600.00 (or as determined by the WV Department of Education), shall be made annually to each Mentor to cover the cost of the additional responsibility associated with this process. Additional stipends, or additional years of assistance provided by the mentor may be extended by Monroe County Schools upon the recommendation of the superintendent and the approval of the Board of Education.

### **3. Guidelines**

- 3.1 Procedures for the beginning principal internship program shall include at minimum that the mentor be hired in a manner that is consistent with all other employment procedures.
- 3.2 An outline for the content of the Orientation Program to be conducted prior to the beginning of the instructional term but within the employment term shall be developed by the superintendent with input from existing administrative mentors. Topics for this program must include, but is not limited to, information about the county and the school district; federal, state, and local policy information relevant to the beginning principal's job; and personnel information (e.g. appropriate forms and procedures.)
- 3.3 Mentors shall have five years of experience, have received training that is approved by the WV Department of Education; and be selected based upon the best possible match with the intern's school and needs.
- 3.4 Mentors and interns shall schedule at least three meetings prior to the end of the first semester. These meetings may take place at the campus of the intern's school, on the campus of the mentor's school, or at a central location mutually agreed upon by both. At least one meeting shall take place at the school being served by

the Intern and at least one meeting shall take place at the school being served by the Mentor. Additional meetings may be scheduled by the individuals, with the county to pay mileage costs associated with this work. At least one meeting may be conducted via telephone; however, documentation concerning the topics of discussion shall be made part of the portfolio of the intern.

- 3.5 Topics covered at these meetings must be documented as part of the Intern's portfolio.
- 3.6 Mentors may be paid the allowed stipend following the submission of a letter of invoice to the office of the superintendent following the final meeting of the second semester.

**Date of Effectiveness**

- 4.1 This policy is effective upon adoption; however, for the 2001-2002 school term, application of the policy shall be mutually agreed upon by mentors and interns affected by this policy.
- 4.2 Adopted by Board Action on January 8, 2002.
- 4.3 Reviewed by Board February 19, 2013