Chapter 392-320 WAC
SCHOOL PERSONNEL—ADMINISTRATOR INTERNSHIP PROGRAM

WAC

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WAC 392-320-005 Authority. The authority for this chapter is RCW 28A.415.300 which authorizes the superintendent of public instruction to develop rules and regulations for the establishment and administration of the administrator internship program.

[Statutory Authority: RCW 28A.415.300. WSR 96-15-115 (Order 96-08), § 392-320-005, filed 7/23/96, effective 8/23/96; WSR 94-07-102 (Order 94-03), § 392-320-005, filed 3/18/94, effective 4/18/94.]

WAC 392-320-010 Purpose. The purpose of this chapter is to set forth policies and procedures for the operation of the administrator internship program, including the conditions for the use of state moneys for such purpose by educational service districts and school districts of the state.

[Statutory Authority: RCW 28A.415.300. WSR 94-07-102 (Order 94-03), § 392-320-010, filed 3/18/94, effective 4/18/94.]

WAC 392-320-015 Definition—Administrator intern. As used in this chapter, the term "administrator intern" means a school employee selected for a principal or superintendent certification internship for release time not to exceed the equivalent of forty-five school days, as defined in WAC 392-121-033, and who is enrolled in a state board of education approved administrator preparation program, pursuant to chapter 180-78 WAC.

[Statutory Authority: RCW 28A.415.300. WSR 96-15-115 (Order 96-08), § 392-320-015, filed 7/23/96, effective 8/23/96; WSR 94-07-102 (Order 94-03), § 392-320-015, filed 3/18/94, effective 4/18/94.]

WAC 392-320-020 Definition—Mentor administrator. As used in this chapter, the term "mentor administrator" means a school district administrator in a like-role selected by a school district to provide supervision of an administrator intern.

[Statutory Authority: RCW 28A.415.300. WSR 94-07-102 (Order 94-03), § 392-320-020, filed 3/18/94, effective 4/18/94.]

WAC 392-320-025 Definition—Release time cost. As used in this chapter, the term "release time cost" shall mean an amount paid by a school district to release an administrator intern completing an administrator certification field experience. The maximum amount shall not exceed the school district actual daily substitute teacher rate, to include salary and benefits, for the equivalent of forty-five student days.

[Statutory Authority: RCW 28A.415.300. WSR 96-15-115 (Order 96-08), § 392-320-025, filed 7/23/96, effective 8/23/96; WSR 94-07-102 (Order 94-03), § 392-320-025, filed 3/18/94, effective 4/18/94.]

WAC 392-320-030 Definition—Educational service district internship advisory board. As used in this chapter, the term educational service district advisory board means a board or committee composed of representatives of the public, school district administrators, principals, teachers, and colleges having state board of education approved administrator programs. The advisory board shall advise in the establishment of the educational service district intern selection criteria and process. An existing educational service district in-service committee or task force may serve as the educational service district internship advisory board provided it includes the membership described herein.

[Statutory Authority: RCW 28A.415.300. WSR 94-07-102 (Order 94-03), § 392-320-030, filed 3/18/94, effective 4/18/94.]

WAC 392-320-035 Incorporation by reference of state board of education rules. The rules of the state board of education set forth in WAC 180-78-266 which consist of the administrator internship standards shall likewise govern the administrator internship program administered by the superintendent of public instruction.

[Statutory Authority: RCW 28A.415.300. WSR 94-07-102 (Order 94-03), § 392-320-035, filed 3/18/94, effective 4/18/94.]

WAC 392-320-040 Administrator intern selection process. The process for selecting administrator interns shall be as follows:

(1) Any school district employee eligible for this program may apply in writing to the school district superintendent, or his/her designee to be an administrator intern.

(2) Each school district shall determine which applicants meet its internship criteria, provided that applicants must be enrolled in and recommended by a state board of education program approved for principal or superintendent certification.

(3) The school district shall agree to provide each intern release time not to exceed the equivalent of forty-five student days and name a mentor administrator to supervise each intern.

(4) The school district shall send the regional educational service district superintendent the following: School district criteria for intern selection, nominee name, position title, address, college/university in which the nominee is enrolled in, intern role (i.e., principal or superintendent), proposed

internship site, minority and gender status, the actual, daily substitute teacher rate, agreement to comply with state board of education internship standards requirement, the amount of internship funds requested, agreement to comply with administrator internship program rules (chapter 392-320 WAC), mentor administrator name, title and position, and other information requested by the educational service district.

(5) The educational service district internship advisory board shall review the school district intern nominee applications for compliance with the educational service district internship criteria and make recommendations for approval to the educational service district superintendent.

(6) The educational service district superintendent shall notify the local district, the respective college or university, and the applicant of their selection status and forward a copy of the information cited in subsection (4) of this section for each selected intern to the superintendent of public instruction.

[Statutory Authority: RCW 28A.415.300. WSR 96-15-115 (Order 96-08), § 392-320-040, filed 7/23/96, effective 8/23/96; WSR 94-07-102 (Order 94-03), § 392-320-040, filed 3/18/94, effective 4/18/94.]

WAC 392-320-045 Administrator internship allocation. Internship funds shall be allocated as follows:

(1) The superintendent of public instruction shall allocate administrator internship funding to each educational service district based on the percentage of public school students enrolled in each educational service district.

(2) Prior to allocating funding to a school district, the educational service district may retain sufficient moneys needed to implement the administrator internship program, including costs of the educational service district internship advisory board. The superintendent of public instruction shall determine the maximum dollar amount each educational service district may retain. In accordance with superintendent of public instruction memorandum No. 1-92M, each educational service district shall retain up to nine percent of their allocation to carry out their internship program responsibilities.

(3) By October 1 of each fiscal year, all educational service districts shall report to the superintendent of public instruction the following:

(a) If they will have unspent internship funding (and the amount of such funding) to reallocate to other educational service districts; or

(b) If they need additional internship funding, including the number of interns and the amount requested for each intern.

The superintendent of public instruction shall reallocate such funding among the requesting educational service districts, provided that if the requests exceed the total amount available, the superintendent of public instruction shall divide the amount available proportionately among the educational service districts needing additional funding.

(4) After selecting the interns, the educational service district shall reimburse the employing school district based on the actual release time cost.

(5) Administrator internship reimbursements to each school district may be used in a variety of ways to accommodate flexible implementation in releasing interns. Participating school districts shall receive allocations for a maximum of forty-five school days. Local districts shall not be reimbursed for other costs associated with implementing this program.

(6) Unexpended administrator intern funds shall revert to the state general fund.

[Statutory Authority: RCW 28A.415.300. WSR 96-15-115 (Order 96-08), § 392-320-045, filed 7/23/96, effective 8/23/96; WSR 94-07-102 (Order 94-03), § 392-320-045, filed 3/18/94, effective 4/18/94.]

WAC 392-320-050 Annual report. The superintendent of public instruction shall prepare an annual report on the administrator internship program based on the following information which shall be provided by each educational service district:

(1) Educational service district criteria for selecting interns.

(2) Data and information for each selected intern cited in WAC 392-320-040(4).

(3) Fiscal report, including allocations to participating districts for release time costs.

(4) Composition of educational service district internship advisory board.

(5) Recommendations, if any, for program revisions.

(6) Other information deemed necessary by the superintendent of public instruction.

[Statutory Authority: RCW 28A.415.300. WSR 96-15-115 (Order 96-08), § 392-320-050, filed 7/23/96, effective 8/23/96; WSR 94-07-102 (Order 94-03), § 392-320-050, filed 3/18/94, effective 4/18/94.]

WAC 392-320-055 Carryover prohibition. State moneys allocated to educational service districts and districts for the administrator internship program shall be subject to the carryover prohibition of WAC 392-122-900.

[Statutory Authority: RCW 28A.415.300. WSR 94-07-102 (Order 94-03), § 392-320-055, filed 3/18/94, effective 4/18/94.]

WAC 392-320-060 Maximum control factor—Proration. State moneys distributed to educational service districts and districts for the administrator internship program shall be subject to the proration provision of WAC 392-122-905 if the current program appropriation to the superintendent of public instruction is adversely affected by action of the legislature after the commencement of the ensuing school year.

[Statutory Authority: RCW 28A.415.300. WSR 94-07-102 (Order 94-03), § 392-320-060, filed 3/18/94, effective 4/18/94.]