

## PRINCIPAL INTERNSHIP

The Board of Education recognizes its role to create a supportive learning climate for new members to the principalship, and to provide a staff development program to enable an assistant principal, principal or vocational administrator to acquire and develop the skills to become a successful administrator.

The Superintendent or designee shall develop the beginning principal internship program.

Every person hired for the first time as an assistant principal, principal or vocational administrator in the County shall complete a one (1) school year, beginning principal internship program.

The beginning principal internship shall consist of the following components:

- A. an orientation program to be conducted prior to the beginning of the instructional term, but within the employment term;

If a beginning principal is hired during the instructional term the orientation program shall be conducted during the instructional term.

- B. the scheduling of no less than three (3) regular meetings per semester during the school year between the mentor and beginning principal;

Topics for each meeting may consist of, but are not limited to, the following:

- 1. evaluation of personnel
  - 2. budgeting
  - 3. scheduling
  - 4. instructional leadership
  - 5. discipline
  - 6. public relations
  - 7. conferencing skills or other topics determined by the mentor and intern
- C. the provision of necessary release time from regular duties for the mentor as agreed to by the County Superintendent and the beginning principal and a stipend of at least \$600 for the mentor for duties as a mentor, to be paid by the State Department of Education; and
  - D. documentation of the beginning principal internship recorded on the evaluation form developed by the County.

Mentors are selected by the County Superintendent and must have a minimum of five (5) years of administrative experience as an assistant principal, principal or vocational administrator. Mentors must complete a staff development program approved by the West Virginia Department of Education prior to their employment as a mentor. The mentor must not be responsible for or a participant in any evaluation or supervision of the beginning principal intern.

September 3, 2013