

SECTION: ADMINISTRATIVE  
EMPLOYEES

# FAIRVIEW SCHOOL DISTRICT

TITLE: ADMINISTRATIVE INTERNS

ADOPTED: March 18, 2002

REVISED:

	<b>307. ADMINISTRATIVE INTERNS</b>
1. Purpose	The Fairview School Board encourages cooperation with colleges and universities within the state in the training of administrative interns.
2. Authority	Therefore, the schools of the district will accept administrative interns from accredited institutions of higher learning that have been approved by the Board. The principals shall provide the Board with a list of administrative interns prior to the practicum experience.
3. Delegation of Responsibility	<p>The Board delegates the authority to assign administrative interns to the Superintendent and building principals, with the agreement of the supervising administrator.</p> <p>Administrative interns shall comply with the health examination of the state and the policy of this district as it applies to certificated personnel.</p> <p>Administrative interns, while serving in the schools of this district, shall be responsible for their conduct to the building principal.</p> <p>Administrative interns assigned in the schools shall be subject to the policies, practices, and procedures of the school district. Any concern will be addressed by the principal who will set up a conference with the university supervisor.</p> <p>Administrative interns will be required to have Act 34 and Act 151 clearances before they can begin their internship.</p> <p>Administrative interns or faculty of other educational institutions shall be offered the opportunity to visit and observe in the district schools. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.</p>

Fairview School District administrators or supervisors served by interns shall be responsible to develop jointly an outline of the major projects to be performed by the intern as well as an evaluation of their work.

Fairview School District administrators or supervisors shall not be assigned an administrative intern without their prior consent.