Caddo Parish
2009-2010 Administrative Intern Program

Selection Criteria

- **Applicants must have a minimum of five (5) years of successful teaching experience immediately preceding acceptance in the program.**
- **Applicants must have earned certification in administration.**
- **Applicants must have demonstrated proven leadership ability.**

The program consists of the following:

- Weekly, required Administrative Training Seminars will be conducted after school during the entire school year. Interns are expected to attend ALL seminars.
- 2-4 All day training days held during the school day
- Alliance for Education Conference
- Assignments to be completed at home school as well as other schools

A limited number of interns will be selected to participate in field-based internship experiences where they will be released from their home assignments and will shadow experienced principals. Substitutes will be provided for teachers. Special arrangements must be made for counselors and coordinators.

Tentative Schedule for Selection Process

August 12, 2009	Applications Distributed to Principals
August 12-August 31, 2009	Applications Distributed to Teachers
August 31, 2009	Completed Applications Due in Professional Development
September 8, 2009	Written Portion of Application will be completed in Professional Development Auditorium at 3:30 PM
September 15, 2009	Selected Candidates will be interviewed
September 22, 2009	Administrative Interns will be notified
October 7, 2009	Internship begins
September '09-March '10 school year.	Internship seminars will be conducted after school during the entire

Deadline for Submission of 2009-2010 Caddo Parish Administrative Internship Applications is **August 31, 2009** (See attached form on following page.)

Applications and Information Available Online at www.caddo.k12.la.us
(Teachers and Staff—Forms and Applications)

Caddo Parish School Board

Administrative Internship Program

2009-2010

Application

Name _____
Last First Middle Initial

Address_____**Email**_____
Street Address

_____
City State Zip Code

Social Security Number _____

Telephone: Home _____ **Work**_____ **Classroom Phone**_____
Cell_____**Fax**_____

Present Position:_____ **Current School:**_____

Number of Years in Teaching: _____ **Number of Years in Caddo**_____

Preferred Level: _____**Elementary** _____**Middle** _____**High**

Certifications presently held: **Certification in Administration is Required.**

1.

2.

3.

Explain why you would like to be included in the internship program. (30 words or less)

Provide:

1) **Your Resume**
2) **Letters of recommendation from three people in the field of education who are familiar with your work and qualifications. (Caddo administrators are preferred)**
3) **A letter from your principal agreeing to your participation.**

Please return to Dr. Lila Finney, Professional Development Department, by August 31, 2009