

Educational Leadership Program Internships

School Building Leader Internship Suggestions - 2 Credits

- Revise and update the Student/Parent Handbook
- Revise and update Teacher Handbook
- Revise and update Substitute Handbook
- Develop a booklet for parents/teachers to work on early literacy with students/children
- Develop a Resource guide for 7-12 English teachers compiling reading, writing, and text analysis strategies
- Develop a plan for middle to high school academic transition, and workshops for parent and community engagement
- Create and Implement a Schoolwide Enrichment Model
- Provide parent training for Student Information System Parent Portal & digital tutorials for staff members
- Develop college resource guidebook for a Guidance Department
- Create and implement a new snack protocol for Pre-K students that better matches the expectations of New York State

School Building Leader Internship Additional Activities

- Complete at least two classroom observations; observe an end-of-year evaluation.
- Write various communications for internal and external distribution
- Review building safety plan and procedures.
- Plan, implement, and evaluate a professional development session.
- Facilitate a faculty meeting.
- Participate in a CSE or CPSE meeting. Interview the special education director and principal about the building administrator's role in supporting special education services.
- Observe at all grade levels and areas within the building.
- Attend at least one Board of Education meeting.
- Review building opening and closing procedures. Participate in school opening and/or closing

- Participate in scheduling at the building and department level (or grade level or special events)
- Meet with the head custodian to review job responsibilities and maintenance schedules
- Interview the director of transportation to discuss building issues and concerns.
- Interview school building food services manager regarding requirements and issues
- Participate in building-level staffing needs and budget planning process
- Review health and wellness policy.
- Participate in two learning walks at different levels.
- Review union contract; discuss past grievances with principal.
- Interview the principal's secretary and office staff about how they support administration and the building operations.