

## **Educational Leadership Program Internships**

### **School District Leader Internship Suggestions - 2 Credits**

- Grant Writing
- Curriculum Writing/Revision
- Revision of District application
- Review of technology programs and software
- Revision of Technology Plan
- District-wide National Board Certification Cohorts and Regional Awareness
- Recreating the RTI/IST referral process and form
- How to Use Technology Applications

### **School District Leader Internship Additional Activities**

- Complete at least two classroom observations; observe an end-of-year evaluation.
- Write various communications for internal and external distribution at the district wide level
- Review district safety plans and procedures.
- Assist in the planning, implementing, and evaluating for a professional development day
- Interview and shadow key central office administrators about roles and responsibilities.
- Participate in a CSE or CPSE meeting. Interview the special education director about challenges and the roles of district personnel.
- Observe at all levels within the district.
- Attend at least one Board of Education meeting
- Meet with the Food Service Director
- Meet with the director of maintenance to review job responsibilities, maintenance schedules, and related district issues.
- Interview director of transportation to discuss district issues and concerns.
- Participate in at least one or more district budget planning sessions.
- Assume a leadership role in a district committee.
- Participate in a district-level administrators' meeting.
- Examine the Board of Education Policy manual and interview the school superintendent

- and one board member regarding the process for school board policy review