

**REGION 4 EDUCATION SERVICE CENTER**  
**RESPONSIBILITIES OF THE PRINCIPAL INTERNSHIP SUPPORT TEAM**

**INTERN WILL:**

- Meet all course and internship seminar attendance and project requirements.
- Present all assignments on time and in a professional manner. These include, but are not limited to, anecdotal records and reflections, personal portfolio, and requirements of the Professional Proficiency and Certification Plan (PPCP) and online discussion board participant. The more you invest - the more you will gain!
- Meet with the Region 4 field supervisor and use other methods of communication to keep the field supervisor informed of progress.
- Meet the district's performance expectations for the administrative position assigned.
- Attend conferences and seminars as may be required by the district and Region 4 ESC.
- Attend sessions directly related to the school Principal Certification Program as outlined in the PPCP and the Internship Handbook.
- Seek consistent counsel and contact with the mentors for full advantage of his/her expertise and to seek opportunities for expanding knowledge and experience.
- Successfully complete any required University courses –Degree Seeker program only.
- Communicate on a regular basis with the support team to share accomplishments and concerns; clarify questions/concerns; report progress in the internship; and clarify program requirements.

**CAMPUS/DISTRICT MENTOR (Campus Principal) WILL:**

- Review principal program materials with the Region 4 field supervisor and intern.
- Clarify any items in the materials that cause question or concern.
- Consult with intern in the preparation of the PPCP and job description.
- Provide periodic release time as may be necessary to meet program requirements or fully develop the internship experience.
- Monitor intern's progress toward attainment of the objectives listed on the plan and internship log.
- Provide feedback to the intern on a weekly, bi-weekly or other regular interval.
- Provide duties, experiences and opportunities for a thorough insight into principal/administrator preparation.
- Keep the relationship a formative, rather than an evaluative one.
- Keep open communications with the Region 4 field supervisor regarding the intern's progress.
- Keep open communications with the Region 4 field supervisor and provide feedback about the quality of the program to the field supervisor or to the program coordinator Anissa Robinson.

**REGION 4 FIELD SUPERVISOR WILL:**

- Conduct an initial meeting with the campus/district mentor to review principal program information.
- Conduct a support team meeting (intern, campus/district and field supervisor) to review the Professional Proficiency & Certification Plan.
- Conduct an initial meeting with the intern to discuss the PPCP and clarify any concerns regarding the program.
- Maintain ongoing communication with the team members for clarification and support.
- Visit intern's campus at least three times during each year of the internship, with other visits conducted on request or as may be the needed.
- Meet with assigned interns on at least three occasions during monthly training sessions.
- Conduct meetings as necessary with the Region 4 program coordinator and interns to discuss problematic issues.
- Meet regularly with the Region 4 program coordinator to report on observations, interns' progress, and program quality issues.

**REGION 4 INTERNSHIP SEMINAR FACILITATOR WILL:**

- Conduct monthly facilitation of the online internship seminar sessions on Blackboard.
- Provide feedback to reflections and discussion board postings.
- Maintain ongoing communication with the intern for clarification and support via Blackboard.
- Maintain an interactive online environment for each monthly seminar.
- Conduct meetings as necessary with the Region 4 program coordinator and interns to discuss problematic issues.
- Meet regularly with the Region 4 program coordinator to report on observations, interns' progress, and program quality issues.

**PROFESSIONAL PROFICIENCY AND CERTIFICATION PLAN**

***PART 1***

<b>INTERN:</b>	<b>INTERN POSITION:</b>
<b>NAME OF DISTRICT:</b>	<b>SCHOOL:</b>
<b>FIELD SUPERVISOR:</b>	<b>CONTACT INFO:</b>
<b>SCHOOL MENTOR:</b>	<b>TITLE:</b>
<b>SCHOOL MENTOR CONTACT INFO:</b>	
<b>INTERN'S SCHOOL ADDRESS:</b>	

***PART 2***

**CURRENT POSITION AND JOB RESPONSIBILITIES OF THE INTERN:**  
Define your current job responsibilities. Identify those major duties that consume the most amount of time, along with any duties/responsibilities that are secondary to your primary responsibilities.

### **PART 3**

#### **PPCP OBJECTIVE #1: DEVELOP THOROUGH UNDERSTANDING OF THE CAMPUS AND DISTRICT IMPROVEMENT PLANNING PROCESS AND RELATED LEADERSHIP ISSUES.**

The intern will be an official/unofficial member of either or both processes. An understanding of the campus/district accountability, vision and planning process will be accomplished. The intern will gain understanding of the associated leadership responsibilities in these processes.

##### **Required Activities**

##### **Timelines**

- Interview the person responsible for developing the campus improvement plan (CIP) to determine process for development, writing and presenting the plan (CIT and district)
- Determine how data is reviewed/used to drive needs assessment for planning and improving student performance
- Become an official or unofficial Campus Improvement Team (CIT) member and reflect on the meetings
- Analyze your campus benchmark, TAKS and AEIS Reports and secure a copy of your CIP and Campus AEIS for future study

#### **PPCP OBJECTIVE #2: DEVELOP THOROUGH UNDERSTANDING OF CAMPUS INSTRUCTIONAL SUPERVISION, EVALUATION and APPRAISAL PROCEDURES.**

The intern will be an official or unofficial participant in the staff supervision, evaluation and appraisal process by observing staff and interacting with the mentor. The intern will gain understanding of leadership responsibilities in this area.

##### **Required Activities**

##### **Timelines**

- Interview your mentor/or HR staff to understand campus/district requirements & timelines for staff (inc. principals) evaluation, contracts and developmental supervision for employee improvement
- Secure a copy of teacher and principal evaluation forms
- Shadow a campus administrator in a teacher observation(s) and compare your observation findings; understand process that follows
- Develop a teacher improvement plan (volunteer or fictional)

**PPCP OBJECTIVE #3: DEVELOP THOROUGH UNDERSTANDING OF THE SCHOOL'S BUDGET PROCESS AND FINANCE ISSUES FOR PRINCIPALS**

The school/district budget and budget process will be studied, and the intern will participate in staff meetings for the preparation and distribution of allocated funds. Understanding of campus/departmental allocations will be attained. The intern will assist in monitoring campus budget expenditures through the school year.

**Required Activities**

**Timelines**

- Interview a district business administrator and the campus budget manager; know how budget priorities are established; know how your building budget is developed (teacher/student level up or allocation from the principal and/or district)
- Secure a copy of the building budget & district preparation manual to understand budget process and district/state budget codes
- Observe or serve on the building budget committee; hear priorities
- Interview principal to understand authority for budget expenditures

**PPCP OBJECTIVE #4: DEVELOP THOROUGH UNDERSTANDING OF THE BILINGUAL/ESL PROGRAM AND RELATED ADMINISTRATIVE DUTIES**

The school/district bilingual/ESL program and processes will be studied, and the intern will participate in staff, curriculum, LPAC and other meetings related to these programs. The intern will be versed in related current issues/laws in the district and state.

**Required Activities**

**Timelines**

- Meet with appropriate administrator to learn the required documentation and how program is funded
- View files & required forms for students
- Secure/read parent handbook; know parent and school responsibilities
- Observe, serve or lead an LPAC meeting

**PPCP OBJECTIVE #5: DEVELOP THOROUGH UNDERSTANDING OF SPECIAL EDUCATION AND 504 PROGRAMS AND RELATED ADMINISTRATIVE DUTIES.**

The school/district special education and 504 programs and processes will be studied, and the intern will participate in staff, discipline, ARD and other meetings related to these programs. The intern will be versed in related current issues/laws in the district and state.

**Required Activities**

**Timelines**

- Secure/read parent handbook to know parent/school rights and responsibilities
- Interview administrator to know how students are referred, tested, and placed; record/files maintained; and file access
- Observe the different special education programs on campus to know what kinds of services are provided in each
- Study varied IEP's; know the principal's monitoring responsibility
- Observe or serve as the administrator in varied ARD meetings

**PPCP OBJECTIVE #6: DEVELOP THOROUGH UNDERSTANDING OF .....**

This is an optional opportunity for the intern and mentor to develop an objective that is unique to the needs of the intern.

**PART 4**

**OTHER DUTIES, OPPORTUNITIES AND EXPERIENCES THAT THE INTERN AND MENTORS BELIEVE ARE SIGNIFICANT TO THE INTERN'S PREPARATION FOR HIS/HER CURRENT POSITION, NEXT CAREER GOAL OR IN PREPARATION FOR THE PRINCIPAL TExES.**

This is an opportunity to identify assignments and experiences that are not a part of the intern's current assignment or in the PPCP, but are significant to the intern's total program and preparation.

**Required Activities**

**Timelines**

- Interview person responsible for teacher and student master schedules (secure copy); know how/when both are developed
- Participate in/understand staff development planning
- Participate in/understand the staff hiring process
- Shadow an assistant principal and counselor
- Design, develop or participate in a student discipline activity
- Participate in a curriculum planning or development activity
- Design or understand how the teacher duty roster is developed; secure a copy
- Visit/observe a "feeder" to or from your school
- Plan a central office "activity with your mentor

***The PPCP should be considered a "working document." It may be modified at anytime in the best interest of the intern. The intern's progress and needs in relation to the PPCP will be evaluated a minimum of two times during each program year by all parties.***

**Intern Signature:**

**Date:**

**School Mentor Signature:**

**Date:**

**Field Supervisor Signature:**

**Date:**

## Internship Activity Log Documentation Component

Please submit a final log of the “on the job” activities related to building leadership activities. The log should contain the date, activity name/description, hours, and reference to a Principal Competency standard. Your log should include a variety of activities related to the principal’s role. Please ensure that some of your hours relate to the role of the leader in improving student achievement and school climate.

Limit hours related to duty supervision (no more than 15% of total internship hours).

Your total hours should equal a minimum of 160 clock hours.

You may create a spreadsheet to utilize calculations functions. This form can be located in Bb Course Materials at <http://tvs.esc4.net/>

Internship supervisors may ask for periodic log reports for monitoring and assisting you with future growth opportunities.

The log of internship activities serves to assist the candidates with tracking their daily activities as they relate to educational leadership that positively affects school culture and promotes student learning. The log will contain the activities utilized to complete the PPCP, and the Action Research Final Project. Internship supervisors can also use the logs to monitor candidates’ needs and assist them in designing comprehensive growth plans.

**Format:**

**Intern:** \_\_\_\_\_

**Campus mentor signature:** \_\_\_\_\_

**I certify that, to the best of my knowledge, the intern has completed all of the listed activities.**

Date	Total time	Principal Competency	Description of Activity
1-21-08		3,5,6	Interviewed secretary about enrollment procedures for LEP students.
1-30-08		2	Attended testing coordinator meeting at central office.
1-31-08		2,3	Interviewed Asst Principal about placement ARD meetings.
2-1-08			School Improvement Project Planning, meeting with principal & draft of plan
date			developed procedure for missing textbooks
date			organized cumulative folders to send to high school, removed folders that should not be included
date			reviewed conflict analysis report, added 2 math
date	3		beginning of school; communicated
date	8	2, 3	giving receipt of Code of Conduct during
date	1	9	Open House, bike riders & non compliant parents
date	3	6	Dispersed of new teaching materials & explaining how to use them
date	2	1,8	Administrative rep at Parent Teacher Org Meeting
date	9	1-6	AP duties for the day, principal meeting, TAKS tutoring schedule, discipline
date	2	9	Attend meeting with Coordinator regarding new GT procedures that will be in compliance with state
<b>Total Time</b>	100		<b>Hours should total a minimum of 160 by end of Internship</b>

