MSD: Administrative Internship Site Duties and First-Time Administrator Mentoring

Millard School District promotes and supports administrative internships within its facilities so employees may optimize their educational experience as they train to become administrators. For this local provision, an administrative internship is an on-site supervised experience in an accredited public school for the purpose of obtaining an administrative license and includes at least 400 hours of supervised clinical experience, with school-level experience in both elementary and secondary settings.

The District Internship Committee consists of the Superintendent of Schools, the Director of Student Services, an elementary principal, and a secondary principal. Administrative interns must submit the District administrative internship clinical-experience request form to the committee at least one month before the desired clinical intern experience. After reviewing the request and counseling with the intern, the committee assigns the District placement. Administrative internship placements are not to be made by the prospective intern.

A school shall be limited to no more than one administrative internship assignment at any given time unless the District specifically approves another assignment. Administrative internships should broaden the intern's administrative experience; therefore, placement at the intern's current school location is highly unlikely. On-site supervisors shall submit the intern's performance evaluations to Human Resources when the intern completes the internship at the school location.

A major portion of the internship, including but not limited to 400 hours, must be completed outside the intern's regular school assignment. To meet the District clinical-experience requirement, administrative interns shall be assigned two 200-hour Millard District Clinical Experiences. The schedule and duration of the clinical experience shall be determined by the District Internship Committee with input from the intern and District administrators, with the goal of minimizing disruption to the educator's current assignment while maximizing the administrative experience.

The cost of the Millard District Administrative Internship Clinical Experience shall be borne equally by the District and the administrative intern. The cost is calculated at one-half of a long-term substitute's daily salary for a thirty-seven day period or the equivalent of 300 hours, plus applicable FICA taxes, and may be paid by the intern to the District or deducted from the intern's regular monthly pay over a period not to exceed twelve months.

Before a candidate may be considered for employment as an administrator in Millard School District, the candidate must have a current administrative license or be near completion of all requirements necessary for the license. First-time

administrators in Millard School District shall complete a three-year mentoring experience established and supervised by the District.

Source: MSD Policy 4210, approved 2025.