



ADMINISTRATIVE INTERN PROGRAM

Monroe School District
14692 179th Ave SE.
Monroe, WA 98272

Application and Information Packet

APPLIES TO THE

2026-2027 School Year

ADMINISTRATIVE INTERN PROGRAM

The Monroe School District offers an Administrative Intern Program to provide specific training opportunities for qualified employees working toward a Washington State Principal's credential.

Acceptance into this program is contingent on the administrative intern securing a Monroe School District building principal's approval to supervise their internship in that principal's building. Also required is approval by the administrative internship committee through an interview process. Only those individuals securing this approval may be interns in the Monroe School District.

Qualifications of Applicant

- 1) Is enrolled in a sponsoring college/university
- 2) Has completed university coursework prior to internship.
- 3) Has been in the district for a minimum of one year by the start of the internship.
- 4) Has a minimum of one year's experience in the building where the internship will take place, or has received approval from the administrative internship committee.
- 5) Has fulfilled substantial leadership roles in current assignment at the school and/or district level.

Qualifications of Supervising Principal

- 1) Recommended three years of successful experience at the administrative level.

Requirements for Applying for Internship

- 1) The information packet must be completed and submitted by the specified deadline:
March 13, 2026
- 2) Confidential written recommendations must be submitted from:
 - a. Current building principal or supervising administrator

These must be sent by the author in a sealed envelope directly to Human Resources.
- 3) Candidate must agree to meet all intern expectations (See page 4)
- 4) Signature from the sponsoring building principal acknowledging their commitment to supervise your internship. (See page 5)
- 5) A letter of agreement must be submitted from the sponsoring university stating that the applicant has been enrolled in an administrative credentialing program, is in good standing, and is ready for an administrative internship.
- 6) A letter of application stating goals, qualifications, and other information to support your application.
- 7) Has completed the [Washington State Education Leadership Grant \(state-funded grant\) application](#) and submitted it electronically to the Association of Washington School Principals, Education Leadership Intern Program by **March 27, 2026**.

ADMINISTRATIVE INTERN PROGRAM

Requirements for Applying for Internship

Ongoing	Applications will be emailed to all identified administrative intern candidates.
April 1, 2024	<p>Completed applications are due to Human Resources</p> <p>Application Packet will be screened for:</p> <ol style="list-style-type: none">1. Completion of Application on page 32. Letter of agreement from the sponsoring university, recommending the candidate for an administrative internship3. Minimum of one year of experience in the district4. Your signature on Administrative Program Expectations, page 45. Sponsorship agreement from building principal, page 56. Confidential recommendation from current building principal or supervising administrator and one other confidential recommendation from a current district administrator or building principal <p>It is the applicant's responsibility to have all information submitted by the deadline</p>
April TBD	Interviews will be conducted to approve the internship.

ADMINISTRATIVE INTERN PROGRAM



14692 179th Ave SE
Monroe, WA 98272
T 360.804.2500
www.monroe.wednet.edu

DEPARTMENT
Human Resources
D 360.804.2530
F 360.804.2549

ADMINISTRATIVE CANDIDATE APPLICATION FORM

Please complete the information requested below and include this form with your application Packet.

Name: _____ Date: _____

Current teaching location: _____ Subject Area: _____

1) College or University Program attending: _____

a. College Contact Person: _____ Phone: _____

2) Total years certificated teaching: _____ At what grade/subject? _____

3) Number of years teaching in Monroe School District: _____

At what grade/subject? _____

4) Provide a detailed resume, which will include any leadership roles you have held.

5) Address, in no more than two (2) pages, how you have met proficiency in the following eight (8) categories. Please provide examples.

- a. Centering instruction on high expectations for student achievement
- b. Demonstrating effective teaching practices
- c. Recognizing individual student learning needs and developing strategies to address those needs
- d. Providing a clear and intentional focus on subject matter content and curriculum
- e. Fostering and managing a safe, positive learning environment
- f. Using multiple student data elements to modify instruction and improve student learning
- g. Communicating and collaborating with parents and the school community
- h. Exhibiting collaborative and collegial practices focusing on improving instructional practice and student learning

6) Address, in no more than two (2) pages, why you would want to become an administrator, your qualifications for being an administrative candidate, and your future educational goals.

7) Provide a minimum of two (2) letters of recommendation, one from your current supervisor.

8) Please attach your last three (3) years of evaluations.

ADMINISTRATIVE INTERN PROGRAM

Expectations

- Maintain strict confidentiality.
- Complete the minimum 720 hours of internship required by Washington State under the direction of a supervising administrator.
- Intern with a supervising principal who has at least 3 years' experience at the administrative level
- Work with your supervising principal before and after the 2025-2026 school year.
- Attend designated staff development opportunities.
- Assume responsibility for identifying and completing an approved district project.
- Attend required classes/workshops/meetings as designated by your supervising principal and the directors of the MSD Internship Program.
- Fulfill all the duties and assignments designated by your supervising principal and the directors of the MSD Internship Program.
- Work cooperatively and supportively as a member of administrative teams.

Interns are expected to apply for the state internship grant for release time. If the state grant is not available or not awarded to the intern, release time for the internship is a responsibility of the intern and their sponsoring principal and school.

Participation in the MSD Internship Program may be terminated if the criteria or expectations are not fulfilled.

A copy of these expectations should be kept for the intern's records.

Participant's Signature

Date

ADMINISTRATIVE INTERN PROGRAM

Supervising Administrator Criteria

The supervising principal:

- Has received "satisfactory" evaluations,
- Has a minimum of three consecutive years of building administration (recommended), one of which has been completed in the MSD,
- Has demonstrated the desired traits/skills necessary to supervise an administrative intern,
 - Leadership skills in current assignment
 - Awareness of the latest educational research and reform
 - Ability to objectively assess and evaluate the administrative intern
 - Ability to design and monitor an individualized plan of building experiences and responsibilities for their intern
- Has read the criteria and expectations for their administrative intern and will provide the necessary opportunities and resources for them to successfully meet these responsibilities
- Will work in partnership with the directors of the MSD Internship Program.

Administrator Sponsorship/Signature

I am willing to sponsor the administrative internship of _____
and will mentor them in my assignment building during the 2026-2027 school year.

I confirm that this individual would be a quality administrative intern and has the potential to be a successful administrator.

Administrator Signature

Date