

PRINCIPAL INTERN PROGRAM

H.T. 19

POLICY

The Hamilton-Wentworth Catholic District School Board shall:

1. provide an opportunity for professional growth to staff members at the elementary level who aspire to leadership positions
2. prepare candidates who aspire to the position of principalship in a Catholic school by providing them with opportunities to develop their personal, administrative, program and supervisory skills.

REGULATIONS

Duties & Responsibilities

The Intern will:

1. continue to carry full-time teaching duties
2. assume the duties and responsibilities of the principal in his/her absence
3. carry out the administrative and program duties and responsibilities assigned by the principal which have been arrived at as a result of prior consultation.

Accountability

The Intern is accountable to the principal for following through on the components of the program as agreed to as a result of prior consultation.

Relationships

The Intern shall:

1. maintain a positive relationship with the principal under whose guidance and supervision he/she is assigned

.../2

PRINCIPAL INTERN PROGRAM

H.T. 19

2. maintain a positive professional relationship with other members of the staff with whom he/she may become involved
3. maintain a positive relationship with the Superintendent of Education in whose superintendency he/she is assigned
4. maintain a positive relationship with any other members of the central administration who have accepted involvement in the process (i.e. as a "mentor")

Functions

The Intern:

1. will carry out those activities, administrative and/or program, which have been assigned to her/him by the principal
2. may offer assistance to those staff members with whom he/she may be involved from time-to-time
3. will carry out the necessary study and research related to any personal growth plan which he/she has arrived at as a result of prior consultation with the principal
4. will participate in any leadership program which is system directed.

Reporting Patterns

The Intern shall report to the following:

1. Principal
2. Superintendent of Education
3. Any other member of the administration deemed appropriate (i.e. "mentor")

## PRINCIPAL INTERN PROGRAM

H.T. 19

## Standards of Performance

The evaluation of the performance of the Intern in the program will be the responsibility of the principal and the Superintendent of Education concerned.

## PROCEDURES

1. A posting with specified criteria is circulated every year by the Administrator of Human Resources for interested teachers.
2. The candidates' applications are screened by the Administrator of Human Resources for minimum qualifications and experience.
3. Candidates for the Intern Leadership Program for Elementary School Principalships shall be interviewed by a team composed of **two** Superintendents.

BM 15 Jun 82, 28 Jun 94, 5 Nov 96, 7 Nov 00, 1 Oct 02, 7 Jun 05, 29 Jun 10, 7 Apr 15

RELATED BY-LAW(S): 7.03

RELATED BOARD COMMITTEE: Committee of the Whole

POLICY REVIEW DATE: Five (5) years