



## *Leadership Internship Program*

### 1. **Purpose:**

The Washington State Educational Leadership Intern Program funds public school districts to provide interns with rigorous, authentic, and quality training experiences by supporting the partial release time of district employees participating in administrative (principal, superintendent, and program director) intern programs to work with an appropriate mentor. This program provides leadership training and essential skills to administrators with the goal of increasing student achievement.

### 2. **Description of services provided:**

The Washington School Principals' Education Foundation (through AWSP) under contract with OSPI operationally administers the Leadership Internship Program for superintendents, principals, and program administrators. Services include:

- a. Develop Leadership Internship Program application materials and program materials.
- b. Develop and keep current the Intern Program database, which includes information such as the participant's name, address, school, district, grade level, region, gender, program completion date, training participation, placement, etc.
- c. Process Leadership Internship Program applications, prepare preliminary data for advisory committee, select, and secure meeting sites, and organize and facilitate the candidate selection process.
- d. Prepare and distribute acceptance and rejection notices to applicants.
- e. Provide the Superintendent's designee with a breakdown of the applicants upon request. Breakdown shall include information such as the number of applications received, the number funded, etc.
- f. Collaborate/partner with other organizations and advisory committees such as the Association of Washington School Principals, Washington Council of Educational Administration Programs, Washington Association of School Administrators, and school districts to define required training/workshops/conference activities.
- g. Organize, implement, and notify participants of the training activities.
- h. Provide information to the Superintendent's designee regarding trainings, workshops, and conference activities upon request.
- i. Develop and conduct workshops for program participants.

- j. Organize and maintain all data related to principal interns, including demographic data, level in which internship shall be completed, and job placement data at end of internship year.
- k. Communicate regularly with interns on professional issues, meetings, in-service, publications, and other training opportunities.
- l. Recommend adjustments to The Washington State Educational Leadership Intern Program Grants when needed.
- m. Provide enhanced four- (4-) day cohort-based series of learning and support for all interns across the state. This professional learning will help interns in a variety of ways, including providing professional learning on the following topics:
  - Being a racially-literate school leader
  - Creating and developing an action plan for your internship
  - Setting goals for a successful internship
  - FERPA and Confidentiality
  - ASB, Booster Club & PTA
  - Applying an equity lens during your internship
  - Engaging students in systemic change
  - Elevating student voice
  - Conducting equity audits for systemic change
  - Holding courageous conversations
  - Conducting a job search and preparing for the interview
  - Understanding and implementing school-wide inclusive practices
  - Defining my impact
- n. Other duties as mutually agreed upon between Contractor and Superintendent.

### 3. Criteria for receiving services and/or grants:

Schools must assure that:

- a. The candidate shall be enrolled in a Professional Educator Standards Board-approved school principal preparation program.
- b. The candidate shall apply in writing to his or her local school district.
- c. Each school district shall determine which applicants meet its criteria for participation in the principal internship support program. When submitting the names of applicants, the school district shall identify a mentor principal for each principal intern applicant.
- d. School Districts and institutes of higher education approved principal program and internships must comply with WAC 181-78A.

#### Beneficiaries in 2021-22 School Year:

Number of School Districts:	78
Number of Schools:	180
Number of Students:	125,737

Number of Educators: 195  
 Other: 18 - Principal preparation programs

**Number of OSPI staff associated with this funding (FTEs): 0.0**

**Number of contractors/other staff associated with this funding: 1**

**FY22 Funding:** State Appropriation: \$477,000  
 Federal Appropriation: \$0  
 Other Fund Sources: \$0  
 TOTAL (FY22) \$477,000

**4. Are federal or other funds contingent on state funding?**

No

**5. State funding history:**

Fiscal Year	Amount Funded	Actual Expenditures
FY22	\$477,000	\$423,920
FY21	\$477,000	\$407,973
FY20	\$477,000	\$425,403
FY19	\$477,000	\$475,945
FY18	\$477,000	\$446,767

**6. Number of beneficiaries (e.g., school districts, schools, students, educators, other) history:**

Fiscal Year	Number of Schools
FY 22	15 districts, 113 administrators
FY 21	23 districts, 196 administrators
FY 20	17 districts, 172 administrators
FY 19	19 districts, 170 administrators

**7. Programmatic changes since inception (if any):**

2018-19 marked the first year of the Aspiring School Leaders Network, a workshop series designed to provide resources, guidance and supports to those who have set their sights on leading and transforming educational systems for all students. Attendees learned how to enhance their administrative internship experience, hearing from successful veteran leaders in the field and gaining valuable insights on preparing for employment in a leadership role.

The workshop series offerings were conducted on both the west and east side of the state. The workshops served over 100 interns during those sessions.

**8. Evaluations of program/major findings:**

Participant evaluations are completed annually and reviewed by the Intern Grant Advisory Committee. This information, combined with feedback from the Washington Council of Educational Administration Programs (WCEAP), are used to make adjustments and improvements to the program. Findings include enhanced awareness and subsequent teaching, learning, and acquisition of pertinent skill sets needed to be a successful administrator in the current educational environment in schools and districts.

**9. Major challenges faced by the program:**

AWSP continues to hear that \$2,140 does not cover adequate release time. When the grant started, interns were funded for forty-five release days for administrative experiences and job shadowing. Now the language suggests twenty days. Unfortunately, more and more districts who previously subsidized costs to meet this goal are now only offering what the \$2,140 will fully cover in substitute costs, giving many interns an average of between eight and twelve days of release time. The appropriation has continued to be inadequate to support programmatic needs and accomplish the goals and intent of the program.

**10. Future opportunities:**

This program has been and continues to be essential to the preparation of qualified, effective principals. The program will need continued and appropriate funding. The state principal workforce continues to be impacted by retirement. The Leadership Internship Program encourages and supports new candidates to replace the increasing retirement cohort. To the extent these candidates are supported with a robust internship, they in turn will be able to provide effective leadership for school staff and students.

**11. Statutory and/or budget language:**

ESSB 5693, Sec. 515(2)(c) - \$477,000 of the general fund—state appropriation for fiscal year 2022 and \$477,000 of the general fund—state appropriation for fiscal year 2023 are provided solely for the leadership internship program for superintendents, principals, and program administrators.

**12. Other relevant information:**

2021-22 Applicant Information

<b>Grade Level</b>	<b>Number of Applicants</b>	<b>Percentage</b>	<b>Funded Applicants</b>	<b>Percentage</b>	<b>Non-funded Applicants</b>
High School	22	10.6%	20	90.9%	2
Middle School	66	31.7%	62	93.9%	4
Elementary School	108	51.9%	101	93.5%	7
Program Admin	12	5.8%	12	100%	0
Total	208		195	93.8%	13

**13. Schools/districts receiving assistance:**

See [OSPI's grantee list](#).

**14. Program Contact Information:**

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