

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

## Administrative Internship Program



The Parsippany-Troy Hills Township School District is committed to leadership development. At the school level, teacher leaders assume a wide range of roles to support school and student success. Whether these roles are assigned formally or shared informally, they build the entire school's capacity to improve. Teacher leaders help to shape the culture of their schools, improve student learning, and influence practice among their peers. The Parsippany-Troy Hills Administrative Internship Program provides a link from teacher leadership to real-life administrative tasks and experiences.

Our Board of Education provides teachers with an opportunity to apply for inclusion in the Parsippany-Troy Hills Administrative Internship Program. Applicants must have:

- Five (5) years experience in Parsippany-Troy Hills Schools;
- The necessary supervisory, principal, or present eligibility for certification of same;
- Completed at least 75% of a Masters Degree program in administrative certification.

Teacher leaders are selected for the Administrative Internship Program once a year. The program initiative lasts for a full school year and may include more than one internship assignment. Applicants must submit a letter of intent which includes career aspirations, a current resume, a copy of their graduate school transcripts, and copies of their final evaluations for the prior three (3) years to the Assistant Superintendent of Human Resources no later than March 30 each year. A maximum of four (4) teacher leader candidates are selected annually to participate in the Administrative Internship Program. Participants receive a one-time annual stipend of \$1500.

The purpose of the Administrative Internship Program is threefold:

- To provide leadership experiences that promote an understanding of administrative responsibilities and decision-making;
- To develop an effective pool of teacher leaders who are viable candidates for administrative positions in Parsippany and our surrounding communities;
- To help bridge the gap between theory and practice for teacher leaders who aspire to better understand how administrative roles and responsibilities at the school and/or district levels work collaboratively to have a positive impact on teaching and learning.

The Program will not serve as a guarantee for placement, but will provide the learning experiences that are necessary for leadership development and will assist participants in their preparation for leadership opportunities. Administrative internship tasks may include and are not limited to:

- Analyze and interpret district/building data related to student achievement;
- Research and recommend initiatives that address professional development, student progress, and best instructional practices;
- Assist with interviewing, orientation, and professional growth/improvement planning of staff;
- Assist with school-level professional development regarding best instructional practices;
- Attend appropriate district, local and state administrative meetings and be an active participant in school/district committees;
- Keep current on new information, innovative ideas and techniques by attending professional development activities.
- Assist with developing building schedules (Back to School Night, ½ day, Delayed Opening, etc.)
- With teacher and principal permission, co-observe a staff member and participate in the post-observation conference;
- Plan and carry out a faculty meeting;
- Where appropriate, attend Summer meetings to assist with Opening Day planning, vehicle and bus traffic, SKIP, etc.
- Assist with budget preparation and attend budget meetings, where appropriate;
- Update various school documents, such as Staff Roster, Student Handbook, Crisis Response Manual, etc.
- Serve in a leadership capacity for a major committee assignment for the school or school district;
- Coordinate a major school-community event such as homecoming, college night, school carnival, or vocational night;
- Attend P.T.A. meetings;
- Develop a "New Staff" handbook at the building level;
- Assist with the implementation and scheduling of the Character Education/Service Learning program;
- Plan and implement a schoolwide assembly;
- With guidance from the principal, investigate a minor student conflict, consult with the school principal, and recommend a course of action;
- Other tasks recommended by district administration.