ADMINISTRATIVE INTERN

In an effort to bridge the gap between the theory of education and the everyday operation of schools, and to provide valuable experience for graduate students and the Salem School District, the use of interns in administration and guidance is encouraged. The intern must be currently enrolled in an accredited college or university, receive the endorsement of his/her advisors and be accepted by the building principal and the Superintendent of Schools.

The central concept of an internship is the education of the intern. The able and energetic intern will contribute to a stimulus and new ideas for the program to the enrichment of the Salem School District.

The intern is to be nominated by the Superintendent and elected by the School Board.
ADMINISTRATIVE INTERN

An intern will be accepted when the Superintendent of Schools, the university or college advisors and the applicant have established the role and responsibilities of the appointment.

The salary, or lack of same, is to be determined by the agreement with the university or college.

The intern will be assigned to a staff relationship with one person in the school system.

The schedule of on the job time is to be arranged prior to the appointment. Once established, the schedule is expected to be followed.

The limits of authority granted an intern will be set in writing after a conference with the intern, the school building supervisor, and the Superintendent of Schools.