Administrative Intern Program

Application Process

Qualifications:

1. Minimum of five (5) years of certificated experience, three (3) of which has been in the Issaquah School District.
2. Demonstrated effective leadership, such as:
   - Grade level, team lead, or department head
   - Dean of Students
   - Building and district committee or project
   - Club advisor and/or coach
   - Outside leadership experience
3. Marked a minimum of Satisfactory or Proficient overall on every evaluation in the past three (3) years with no marks Basic (2) or lower on any individual criteria.
5. Plan to apply for administrative positions in the following year.

Application process:

1. Address your application for ISD Administrative Internship Program by submitting the following via email to Bethany Rogers with “Administrative Internship Applicant” in the subject line by February 1, 2021, 4:30 pm:
   - 1-page Letter of Interest, including a response to the following:
     - What professional development regarding cultural competency or PBSES would you lead your staff through as a principal, including the indicators of success for the PD?
     - On what would your School Improvement Plan focus? Why? What are the indicators of improvement?
   - Resume
   - Name of University/College program and intended timeline for completion
   - Name of current Principal or evaluator for reference inquiry
   - Name of a current peer with knowledge of your leadership skills for a reference call
2. Interviews may be required
3. Upon acceptance into the District’s Administrative Internship, apply for the Washington State Funded Leadership Program