

**TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION**

**SERIES 164  
BEGINNING PRINCIPAL INTERNSHIPS (5899)**

**§126-164-1. General.**

1.1. Scope. -- This policy establishes a Beginning Principal Internship for every person hired for the first time in a county school system as an assistant principal, principal, or vocational administrator after July 1, 1995.

1.2. Authority. -- Constitution XII, Section 2; W. Va. Code §§18-2-5;18A-3-2d.

1.3. Filing Date. -- August 3, 1995.

1.4. Effective Date. -- September 2, 1995.

**§126-164-2. Purpose.**

2.1. The purpose of this policy is to assist persons hired for the first time as assistant principals, principals, or vocational administrators with the transition from their previous job assignment to their new role in the local county school district. The policy also creates a mentorship program of experienced principals to assist these new administrators during their first year and establishes guidelines for local county school districts in developing their Beginning Principal Internships.

**§126-163-3. Implementation.**

3.1. County Board of Education. -- Each county board of education shall implement written administrative procedures based on the guidelines established by this policy.

**§126-164-4. Operational Definitions.**

4.1. Beginning Principal Interns are those persons hired for the first time in West Virginia for a county school system as an assistant

principal, principal, or vocational administrator after July 1, 1995.

4.2. Beginning Principal Mentors are persons who have a minimum of five years of administrative experience as an assistant principal, principal, and/or vocational administrator, who were selected by the county superintendent, and who completed a staff development program approved by the West Virginia Department of Education prior to their employment as a mentor.

4.3. Orientation Programs afford a beginning principal intern the opportunity to become acquainted with the county school district and pertinent information relevant to the beginning principal's job. They are conducted prior to the beginning of the instructional term but within the employment term. They are developed by the county school system. If a beginning principal is hired during the instructional term, the orientation program shall be conducted during the instructional term.

4.4. Meetings are an integral part of the Beginning Principal and Mentor relationship. No less than three regular meetings per semester during the school year between the mentor and beginning principal are required.

4.5. Topics for Meetings should be developed jointly by the mentor and intern. Topics for each meeting must include, but are not limited to, the following: evaluation of personnel, budgeting, scheduling, instructional leadership, discipline, public relations, and conferencing skills.

4.6. Documentation of the Beginning Principal Internships should be included in the completion of the requirements of Policy 5310 - Performance Evaluations of School Personnel,

Sections 15-18. Beginning Principal Intern Mentors must not be responsible for, or participate in, any evaluation or supervision of the beginning principal intern.

4.7. Stipends of \$600.00 will be made annually to each local county school district by the West Virginia Department of Education to cover the cost of employing Beginning Principal Intern Mentors for each beginning principal. Counties or Regional Educational Service Agencies may fund their own programs for Beginning Principal Internships extended beyond the first year, for beginning principals who have already completed a Beginning Principal Internship in another local county school district in West Virginia, or for county central office personnel.

**§126-164-5. Guidelines.**

5.1. Each county board of education's written procedures for the implementation of the beginning principal internships must include, but are not limited to the following.

5.1.1. A program overview that establishes a rationale for the Beginning Principal Internship Program.

5.1.2. A definition of a Beginning Principal Intern and a Beginning Principal Mentor that includes the minimum definitions contained in the policy.

5.1.3. Selection criteria for mentors that include the minimum requirements contained in the policy that the mentor is selected by the superintendent, has a minimum of five years of administrative experience as an assistant principal, principal, and/or vocational administrator; and is not responsible for, or a participant in, any evaluation or supervision of the beginning principal intern; and has completed an approved state department of education training program. Beginning Principal Mentors must be hired in a manner that is consistent with the local county's employment procedures.

5.1.4. An outline of the content of the Orientation Program to be conducted prior to the beginning of the instructional term but within the employment term. Topics for the orientation program must include but are not to be limited to the following: information about the county and the county school district; federal, state, and local policy information relevant to the beginning principal's job; and personnel information (eg. appropriate forms and procedures).

5.1.5. Criteria for scheduling meetings between the mentor and intern.

5.1.6. County specific information to assist the beginning principal mentor's discussion of the following meeting topics with the intern: evaluation of personnel, budgeting, scheduling, instructional leadership, discipline, public relations, and conferencing skills.

5.1.7. The procedure for documentation of the Beginning Principal Internship in the context of the county's procedures for Policy 5310 - Performance Evaluations of School Personnel, Sections 15-18.

5.1.8. Method of payment of the \$600.00 stipend.