

Practicum for Superintendent

Candidates work with their mentor to identify, plan, and complete specific administrative tasks under the supervision of their mentor and with the approval of their instructor. A minimum of 75 hours shall be obtained during each semester of the Internship course. A total of 300 hours shall be completed during the program of study. The log is to be submitted prior to the first and last sessions scheduled for the Spring semester.

Activities are to be correlated to appropriate NELP and DESE standards and, unless otherwise approved by the instructor, drawn from the following list. The listing represents an initial sample of acceptable experiences, however it is not to be construed as complete and additional assignments/experiences may be made by the instructor based on consultation with the student and/or mentor.. There is no expectation that all items listed will be accomplished.

1. Consultation with the superintendent in two of the following three district settings: urban, rural, or mid-size.
 - Preparation of budget
 - Planning involvement in opening of school activities
 - Participating/observing employment interviews
 - Consultation with County officials (clerk, assessor, collector) regarding property assessment, tax collections, etc.
 - Consultation with County health officials about services available and relationships with public schools.
 - Preparation of board agendas
 - Chairing School Improvement Committee
 - Involvement with compensation committee
 - Completing/Analyzing the ASBR
 - CORE data
 - End of year activities
 - Developing district PR plan
 - Participating in building progress meeting
 - Participating in bond/levy election meeting(s)
 - Development of facility plan
 - Meeting w/area news media
 - Participate in collective bargaining discussions
 - Observe/participate in district administrator meetings
 - Policy Updates

2. Consultation with the assistant superintendent for finance in two of the following three district settings: urban, rural, or mid-size.
 - Preparation of budget
 - Consultation with County officials (clerk, assessor, collector) regarding property assessment, tax collections, etc.
 - Involvement with compensation committee
 - Completing/Analyzing the ASBR
 - Federal reports
 - End of year activities
 - Participating in bond/levy election meeting(s)
 - Development of facility plan
 - Participate in collective bargaining discussions
 - Bonding – Competitive vs. Negotiated

3. Consultation with the assistant superintendent for personnel/human resources in two of the following three district settings: urban, rural, or mid-size.
 - Induction programs for new certified staff
 - Induction programs for new support staff
 - Planning involvement in opening of school activities
 - Participating/observing employment interviews
 - CORE data End of year activities
 - Development of facility plan
 - Participate in collective bargaining discussions
4. Consultation with the assistant superintendent for curriculum in two of the following three district settings: urban, rural, or mid-size.
 - Planning involvement in opening of school activities
 - Chairing School Improvement Committee
 - Federal reports
 - End of year activities
 - Participating in building progress meeting
5. Consultation with the director of community relations for an urban or mid-size school district.
 - Planning involvement in opening of school activities
 - Chairing School Improvement Committee
 - End of year activities
 - Developing district PR plan
 - Participating in building progress meeting
 - Participating in bond/levy election meeting(s)
 - Development of facility plan
 - Developing a Communications Plan
 - Working with the news Media – nothing is off the record
6. Consultation with the director of facilities for an urban or mid-size school district.
 - Planning involvement in opening of school activities
 - Participating/observing employment interviews
 - End of year activities
 - Participating in bond/levy election meeting(s)
 - Development of facility plan
7. Consultation with the director of federal programs for an urban or mid-size school district.
 - Planning involvement in opening of school activities
 - End of year activities
8. Consultation with the director of special services for an urban or mid-size school district.
 - Planning involvement in opening of school activities
 - Participating/observing employment interviews
 - End of year activities
 - Development of facility plan
9. Legislative/Political
 - Observe a session of the General Assembly during the debate of education issues.

- Observe a hearing or committee meeting of the General Assembly regarding education issues.
- Attendance at, and analysis of, out-of-district board meetings.
- Consultation with DFS staff regarding school attendance, child abuse, services, etc.
- Consultation with juvenile justice system official regarding school attendance, discipline, law, incarceration, etc.
- Attendance at State Board meeting
- Visit/tour of DESE
- Meeting w/area legislators – in the community or Jefferson City
- Meet with area economic development officials
- Observe school board training sessions
- Meet/visit key professional organizations: MASA; MARE; MSBA; MoASBO;

10. Safety & Safe Schools

- Required Drills
- Emergency Preparedness
- Sexual Predators within school district – near bus stops

11. Shadowing

12. Development of ESSA compliance plan

13. Review and critique partnership and collaborative agreements

14. Reviewing current issues facing education/local district

15. Other as approved by the instructor

- Note on Consultations: Although each conversation will differ, generically the goal is for the student to enter into a Q/A dialogue and discover relationships, responsibilities, issues, challenges, rewards, etc. of the office/position. Special emphasis should be given to leadership functions.