

Required qualifications to be considered for an administrative intern position are as follows:

- a. Hold a bachelors degree
- b. Hold a provisional or standard teacher certificate
- c. Holds a masters degree and have completed a minimum of 12 graduate hours of the common administrative core courses for the administrative certificate.

Or

Currently do not hold a masters degree but are working towards a masters degree in mid-management and have completed all but **18** hours of this program.

- d. Have at least 3 years of creditable classroom teaching experience and 1 full year in Plano ISD.
- e. Have campus leadership experience

Applicants meeting the above criteria who are interested in applying for an elementary or secondary administrative intern position should send the following information to the area assistant superintendents' office.

- Letter of interest
- Resume
- Recent transcript showing completed administrative course work

All information will be kept on file for 1 year in the area assistant superintendents' office. Applicants wishing to keep their file active must notify Kathy Venslauskas by August 1, of each year. Any questions please contact Kathy Venslauskas at x28105 or email kathy.venslauskas@pisd.edu