

GANNON

UNIVERSITY

SUPERINTENDENT INTERNSHIP ACTION PLAN GUIDELINES

The internship is designed to be a capstone experience and an opportunity for the certification candidate to apply the knowledge and skills acquired in the Superintendent Certification Program at Gannon University. The candidate should demonstrate evidence that they have acquired competence in the following areas in addition to successfully fulfilling any additional day-to-day expectations of the district supervisor.

- District level instructional leadership
- Strategic Planning and curriculum development
- Effective organizational management
- Alignment of district curricula with state standards
- Decision-making and problem solving that is data driven
- Instructional leadership and assessment of district accomplishments
- Supervision and evaluation of instructional and non-instructional staff persons required for school operation.
- Strategic planning for fiscal operations and resource and technology management for school building.
- Budget planning and resource allocation.
- Leadership for curriculum and instructional initiatives that focus on standards-based systems and learning for results.
- Team building, collaboration, communication, and empowerment of others.
- Understanding and supporting professional development for staff and self that focuses on student learning.

- Use of data, technology resources and applications to facilitate planning, organization, communication, collaboration, and curricular and instructional decision-making.
- Supervision, evaluation, and direction of administrative team.
- Coordination of school interactions with school boards, community organizations, special interest groups, parents/family members, and other members of the community.
- Strategic thinking and planning for instructional programs, human and fiscal operations and resources, and technology.
- Initiating, leading, implementing, and assessing change initiatives in the district or community. (The candidate is required to take leadership for a specific initiative)