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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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March 23, 2017

- ( X ) Action Required  
Due date: May 1, 2017
- ( X ) Informational

BULLETIN NO. 016-17 CAREER AND COLLEGE READINESS

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Career and Technical Education Directors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Career and Technical Education (CTE) Administrative Internship Program

CONTACT: George Aszklar, CTE Director  
360-725-6243, [george.aszklar@k12.wa.us](mailto:george.aszklar@k12.wa.us)

## **PURPOSE/BACKGROUND**

The Administrative Internship Program is a project involving the Office of Superintendent of Public Instruction (OSPI), Washington Association of Career and Technical Administrators (WACTA), Central Washington University (CWU) and local school districts. OSPI utilizes an independent contractor to coordinate meetings, facilities, mailings, and other job-related tasks.

## **PROGRAM DETAILS**

Applications for the 2017–18 CTE Administrative Internship Program are now being accepted. Persons who have strong potential to become a CTE director or a skill center director, or currently serve as one and who meet the criteria on the enclosed application will be given priority in selection.

Each intern will develop at least one major career and technical education related project, which will be useful to their employing district and career and technical education in general.

The internship program can be a 12–20 credit program offered through CWU. The applicant or their district must pay for the credits if enrolling in the program for credits. The intern or their district has the option to pay CWU for university graduate credit, approximately \$60 dollars per credit. Clock hours offered by OSPI are also available to the participants.

### **DISTRICT OBLIGATIONS**

Interns will only be accepted with approval by, and commitment from their employing district. The intent of the program is to support and strengthen career and technical education services in the intern's local school district.

The intern's district pays the OSPI Contractor (RLEnterprises) \$750 dollars for services provided. The intern must become a member of WACTA at personal or district expense. The intern's district will pay travel expenses and all other related/required expenses of the intern while participating in the program.

The intern's district will provide approximately 12–15 days of release time for the intern to attend training sessions and participate in required project activities. Interns are expected to attend an orientation session, which will begin addressing seminar issues and program criteria. Most seminars begin on Fridays at 2 p.m. and continue all day Saturday.

OSPI provides project direction and will conduct a minimum of six seminars, in addition to an Orientation Seminar in conjunction with the summer WA-ACTE Conference, and two sessions in conjunction with the fall and spring WACTA Conferences.

### **SUBMISSION REQUIREMENTS AND TIMELINE**

If your district plans to have someone participate in the internship program, the complete application packet is due by May 1. Handwritten or incomplete application packets will not be considered. No more than one application per district may be submitted. Approximately 25 applicants may be selected for the program.

Applications may be submitted by email or physical mail. To submit via email, scan all pages of the completed application and the corresponding attachments into one PDF and attach to an email addressed to George Aszklar at [george.aszklar@k12.wa.us](mailto:george.aszklar@k12.wa.us). Email applications must be submitted on or before May 1.

Mailed submissions must be postmarked on or before May 1. Completed applications and corresponding attachments should be sent to George Aszklar at P.O. Box 47200, Olympia, WA 98504-7200, or hand-delivered to 600 Washington Street S.E., Olympia, WA 98504.

Applications will be screened by May 26. Applicants will be issued notification of their acceptance or denial on May 29, via U.S. Mail.

BULLETIN NO. 016-17 CCR

Page 3

March 23, 2017

### **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact George Aszklar, CTE Director, at 360-725-6243 or email [george.aszklar@k12.wa.us](mailto:george.aszklar@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on OSPI's website at

<http://www.k12.wa.us/BulletinsMemos/bulletins2017.aspx>.

Michaela W. Miller, Ed.D., NBCT  
Deputy Superintendent

Dr. Gil Mendoza  
Associate Superintendent

George Aszklar  
Director  
Career and Technical Education

CR:ga

Attachment: Career and Technical Education (CTE) Administrative Internship Application

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