

**Information for Principal Mentors**  
**Leadership Development for Educators (LEDE) Program**  
**University of Washington Bothell**

Principal mentors are important partners of the UW Bothell LEDE program which prepares candidates for Residency Principal Certification in Washington State with an emphasis on instructional leadership. The LEDE program is organized in two parts, with each part usually lasting one year. **LEDE requires two 400 hour internships completed in each part of the program** which occur simultaneously with university instruction.

This notice describes the two LEDE internships for principal mentors of prospective candidates. **This information may assist a principal mentor in discussing with applicants the internship opportunities available within their.** Our application materials ask that principals provide a letter of support which includes examples of how the applicant's position would allow him or her to complete each of the two internships.

The **Part 1 Internship is entirely focused on instructional leadership**, with a goal of providing opportunities for extensive practice in working with other teachers to improve instruction. The Part 1 internship is normally an embedded part of candidates' regular positions as formal and informal teacher leaders within their schools. Candidates may choose to extend Part 1 for up to three years for additional time developing instructional expertise. Part 1 Internship example activities include:

- *Engage in multiple classroom visits and observations to observe and analyze instruction*
- *Lead or facilitate PLC, grade level, department, RTI, MTSS, and other meetings that focus primarily on instructional issues*
- *Plan or lead professional development for teachers, PLC, grade level, school, and/or district levels*
- *Engage in critical conversations with teachers, including (non-evaluative) feedback to teachers regarding instructional practice*
- *Participate in or lead student, classroom, or school level data analysis to identify opportunities to improve student learning*
- *Mentor new teachers with a focus on instructional practice*
- *Lead teams of para-educators or other support staff, regarding instructional issues*

The **Part 2 Internship aligns with more traditional principal internships** and occurs during a candidate's second year. LEDE candidates normally apply for the Washington State Intern Grant for substitute-teacher support during the Part 2 Internship. Expected activities in the Part 2 Internship include:

- *Assist in developing or monitoring the school improvement plan*
- *Lead or serve as a member of the school's leadership team*
- *Participate in building mission and vision statements for the school*
- *Participate in interviews and the interviewing process*
- *Support annual review and modification of the master schedule*
- *Participate in district principal and administrator meetings*

It will be extremely helpful to both the LEDE applicant and program faculty if your support letter describes the opportunities that that you expect to be available for completing the work of the Part 1 and Part 2 internships. Thank you! We look forward to working with you in the LEDE program.

*Tom Bellamy, Pam Hopkins, Brad Portin, and the LEDE Clinical Faculty*