

# Request for Internship



*This form is required for any non-partnership schools seeking to hire an intern for Hard to Fill positions. Standard hiring protocols apply and HR approval is required before any offers can be made.*

**The school must agree to follow the expectations detailed below before approval can be given to hire for this position:**

## Supervision and Mentoring Expectations:

- Intern facilitators must either be a part-time or full-time employee who has no other teaching assignments beyond their duties as an intern facilitator. A part-time facilitator would work with an individual student intern, while a full-time facilitator would work with at least two interns. Student interns must have on-site supervision and daily support from the intern facilitator.
- Intern facilitators shall be considered the teacher of record for the term(s) of the intern’s assignment.
- Student interns may be assigned both an intern facilitator and school mentor teacher.
- A detailed plan of assistance will be followed by the Intern Facilitator to guide the mentoring throughout the year. This document can be found on [workatjordan.org/adminonly](http://workatjordan.org/adminonly).

**Student Intern:** A teacher education student who is a full-time district employee compensated at half salary or .5 FTE. Student interns are eligible for health and hospitalization benefits as elected with a monthly premium and are considered “provisional employees” and shall be evaluated according to District Policy. Student intern may not be part of a job-share position. Student interns are to be assigned an intern facilitator. There is no expectation of continued employment beyond the terms of the internship. An intern is supervised primarily by the school system but with a continuing relationship with university personnel and following a planned program designed to produce a demonstrably competent professional.

**Intern Facilitator:** The intern facilitator at the school is assigned to perform observations, provide feedback and coaching for the student intern. The facilitator is a master teacher with at least level two (2) licensure. The intern facilitator will be the teacher of record. They serve as a liaison for interns, the District and university.

**Mentor Teacher:** If a person other than the intern facilitator is assigned as a mentor, he/she should be from the same department/grade-level as the student intern and will provide ongoing support to the student intern.

**Submit this document with the Hiring Documentation to [newhire@jordandistrict.org](mailto:newhire@jordandistrict.org)**

Requesting School: _____	Requesting School Administrator: _____
School Intern Facilitator: _____	Grade/Dept.: _____
I agree to follow the expectations listed above: _____ (School Admin. Signature)	