

## SECONDARY INTERN REQUIRMENTS

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

01

Intern facilitators shall have no less than one (1) additional preparation period garnered from the unused .5 FTE to provide ongoing instructional coaching and support. This period shall not be the same as the student intern's preparation period (for observational and feedback purposes).

02

Student interns must have on-site supervision and daily support from the intern facilitator.

03

The assigned school mentor teacher and the student intern should have a common preparation period.

04

Intern facilitators shall be considered the teacher of record for the term(s) of the intern's assignment.

05

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.

### Hiring Process:

- Standard hiring protocols apply and HR approval is required before any offers can be made.
  - Intern will need to apply in Frontline for Job ID
  - Administrator will send Recommendation to Hire (Underqualified) to HR for approval.
    - Attach completed University's Intern Application (can be found on [AdminOnly](#))
  - Upon approval to hire, extend offer and submit new hire form to HR.

## **SECONDARY INTERN EXPECTATIONS**

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

- **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 intern. The facilitator is a master teacher with a professional educator licensure. They must have a free period to provide this ongoing support that is not during the student intern’s preparation period. 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 as the teacher intern and will provide ongoing support to the student intern. The mentor teacher will have a common preparation period with the student intern to provide ongoing support.