

DISTRICT INTERNS

A. Purpose and Scope

To provide guidance and direction for administrative personnel regarding District Interns.

B. General

The Governing Board may employ individuals with appropriate certification from the Commission on Teacher Credentialing (CTC) to teach in grades K-12 or in bilingual education classes as District Interns. Such employment is subject to the development and implementation of a professional development plan made in consultation with an accredited college or university that offers an approved program of teacher preparation. (Education Code 44830.3)

Interns holding certificates to teach in grades 9 through 12, in grades 6 through 8 of a departmentalized program, or in departmentalized bilingual classes shall teach only in areas in which they have completed an undergraduate academic major or minor. (Education Code 44326)

Interns holding certificates to teach in Kindergarten and grades 1 through 8 in a self-contained program or self-contained bilingual classes shall have completed an academic major or minor or a diversified or liberal arts degree that includes the subject matter course work prescribed in Education Code 44314. (Education Code 44326)

C. Forms Used and Additional References

None

D. Procedure

Each intern shall be assisted and guided by one or more of the following: (Education Code 44326)

1. A mentor teacher.
2. Personnel employed by the college or university to supervise student teachers.

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3. A certificated employee selected through a competitive process adopted by the Board after consultation with the exclusive teacher representative unit.

Mentor teachers or other certificated employees described above shall possess valid certification at the same level or of the same type of credential as the District Interns they serve. (Education Code 44326)

Certification

Each intern must demonstrate to the CTC that he/she meets the minimum qualifications for a District Intern certificate. These qualifications include all of the following: (Education Code 44325)

1. A baccalaureate degree conferred by a regionally accredited institution of postsecondary education.
2. Successful passage of the state basic skills proficiency test.
3. Successful completion of the appropriate subject matter test(s) administered by the CTC or a subject matter preparation program approved by the CTC.
4. For persons teaching bilingual education classes, passage of the oral language component of the assessment program leading to the bilingual crosscultural language and academic development certificate.

District intern certificates are valid for two years. At the District's recommendation, certificates may be extended for one year. (Education Code 44325)

Professional Development Plan

The Superintendent or designee shall develop and implement a professional development plan for each District Intern, in consultation with the college or university. The plan shall include: (Education Code 44830.3)

1. Provisions for an annual evaluation of the District Intern.
2. If found necessary by the Board, a description of the courses to be completed by the Intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.

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3. Mandatory preservice training tailored to the grade level or class to be taught, through either of the following options:
 - a. Under the direct supervision of an experienced permanent teacher, 120 clock hours of training and orientation in child development and methods of teaching the subject(s) to be taught, after which the permanent teacher shall inform the District as to what area the Intern's future training should emphasize.
 - b. Successful completion of six semester units of course work from a regionally accredited college or university, designed in cooperation with the District to cover child development and methods of teaching the subjects to be taught.
4. Instruction in child development and teaching methods during the first semester of service in grades K through 6, including bilingual classes at those levels.

In addition to items #1-4 above, the following shall be included in the professional development plan of Interns teaching in bilingual classes: (Education Code 44830.3)

1. During the first year of service, instruction in the culture and methods of teaching bilingual children.
2. 120 clock hours of training and orientation which includes instruction related to bilingual-crosscultural language and academic development.

Records and Evaluations

The Superintendent or designee shall ensure that appropriate records are maintained, showing the credit earned by each intern. (Education Code 44327)

Interns shall be formally evaluated at least once every year. If an intern is not performing his/her duties satisfactorily according to the standards set by the Board, the Superintendent or designee shall notify the Intern, in writing, and describe the unsatisfactory performance. The Superintendent or designee shall confer with the intern and make specific recommendations as to areas in need of improvement.

After completing his/her internship and meeting the Board's criteria for a qualified teacher, the Board may recommend to the CTC that the intern be awarded clear teaching credentials. (Education Code 44830.3)

DISTRICT INTERNS (Continued)

Class Size Reduction Interns

The District may hire Teacher Interns for Class Size Reduction Program positions as described in SB 1414 without first giving consideration to acceptable credentialed candidates. However, the District will make every reasonable effort to hire as many acceptable credentialed candidates as possible for the Class Size Reduction Program positions.

To qualify for a District Class Size Reduction Intern Teacher position, the individual must:

1. Possess a baccalaureate degree from a regionally accredited institution.
2. Pass the California Basic Educational Skills Test (CBEST).
3. Meet the requirement of subject matter competence, either by passing a subject matter exam or completing an approved subject matter program.
4. Submit fingerprint cards and pass the normal personal fitness requirements.

In addition to these requirements for the certificate, the District or county must:

1. Provide 120 hours of District-sponsored teacher training that includes instruction in child development and methods of teachers.
2. Develop and implement a professional development plan for each intern, which must include the curriculum of studies that are deemed necessary by the District Governing Board.
3. Assign mentor teacher or other experienced teachers to guide and assist each intern teacher.

The Class Size Reduction Program Intern teachers shall be included in the Bargaining Unit.

E. Reports Required

None

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F. Record Retention

None

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources

Legal Reference:

EDUCATION CODE

44314	Diversified or Liberal Arts Program
44325-44328	District Interns
44830.3	Employing District Interns
44885.5	District Interns Classified as Probationary Employees
SB1414	Class Size Reduction Interns