

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## INSTRUCTION/CURRICULUM

## Administrative Regulations

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TITLE:	CAREER EXPLORATION AND INTERNSHIP COORDINATOR
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. Valid N.J. Teacher's Certificate in respective area.</li><li>2. Minimum three years experience as a Classroom Teacher in respective area.</li><li>3. NJDOE Structured Learning Experience Endorsement</li><li>4. Knowledge of 21<sup>st</sup> century learning skills that prepare students for postsecondary education, training, and employment in a chosen career pathway.</li><li>5. Such alternatives to the above qualifications as the Board of Education and Superintendent may find appropriate and acceptable.</li></ol>
REPORTS TO:	Principal/Department Chairperson
JOB GOAL:	To provide leadership, coordination, and innovation so that each student may derive maximum benefit from the Internship Program. The Internship Coordinator will ensure that each student is prepared to fully engage in personal and civic financial responsibility, work life, career pursuits, lifelong learning, training and employment in a chosen career pathway leading to successful post-secondary outcomes. The following activities will be performed in coordination with the building Principal, Department Chairs, Supervisor of Guidance, and Guidance Counselors.
PERFORMANCE RESPONSIBILITIES:	<p>The Internship Coordinator oversees all aspects of the internship program. He/She works with students, department chairs, guidance counselors and site mentors to create an internship experience appropriate to the student's needs, skills and desires.</p> <p>The Internship Coordinator:</p> <p>Supervises the planning, placement and supervision of the entire Career Exploration Internship Program.</p>

Assists students in defining learning objectives, developing a proposed plan of study and assigning academic requirements of the internship. Students may be required to complete an Internship Learning Agreement.

Determines and assesses the internship experience, work completed, and amount of credits earned and ensures alignment with academic requirements.

Arranges to contact the intern through meetings, telephone calls or emails to review the student's progress in accomplishing the learning objectives

Acts as a resource person or consultant to the intern for any special problems or work-related issues.

Prepares and accompanies all interns to their interviews.

Evaluates the following items: career assessment, student resumes, performance at the internship site, ability to reach learning objectives, written work or other cumulative projects (portfolio, journal, papers etc.) and other criteria as determined by the department. Performance evaluations from the student and Site Supervisor may be collected and used to determine the intern's grade.

Determines the eligibility of the student intern.

Conducts, when appropriate, pre-internship orientation seminars at the beginning of each semester. Conducts parent, student and teacher information meetings related to the internship program.

Contacts (visit or telephone call) the Site Mentor to determine if tasks/responsibilities, learning objectives, and the evaluation of learning experiences set for the Internship Learning Agreement are being completed.

Collaborates with Principal, Department Chair, and/or Supervisor of Guidance to resolve any problems with the internship site or mentor.

Verifies that goals have been met and any academic projects have been completed.

Assigns grades or class credit in collaboration with Department Chairs and Supervisor of Guidance.

Promotes internship opportunities with departmental students.

Serves as resource person regarding internships for faculty and students.

Recruits employers and host sites to offer internship opportunities.

Assist students with coordinating their transportation to and from their internship site.

Reviews and revises departmental internship procedures as needed.

TERMS OF  
EMPLOYMENT:

Performance of this job shall be conducted by the Principal and Department Chair.

Legal References:

N.J.S.A. 7F  
N.J.S.A. 18A:6-7.1  
N.J.S.A. 18A:6-10  
N.J.S.A. 18A:16-2  
N.J.S.A. 18A:25-2  
N.J.S.A. 18A:25-4  
N.J.S.A. 18A:26-1  
N.J.S.A. 18A:26-1.1  
N.J.S.A. 18A:26-2  
N.J.S.A. 18A:27  
N.J.S.A. 18A:28-3  
N.J.S.A. 18A:28-5  
N.J.S.A. 18A:28-8  
N.J.S.A. 18A:37  
N.J.S.A. 6A:7  
N.J.S.A. 6A:8  
N.J.S.A. 6A:9

Comprehensive Educational Improvement and Financing Act  
Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
Dismissal and reduction in compensation of persons under tenure in public school system  
Physical examinations; requirement  
Authority over pupils  
School register; keeping  
Citizenship of teachers, etc.  
Residence requirement prohibited  
Certificates required; exception  
Employment and contracts  
No tenure for noncitizens  
Tenure of teaching staff members  
Notice of intention to resign required

See particularly:  
N.J.A.C. 6A:9-3.3  
N.J.A.C. 6A:9-5  
N.J.A.C. 6A:9-S  
N.J.A.C. 6A:9-9.1  
N.J.A.C. 6A:9-9.2  
N.J.A.C. 6A:9-15  
N.J.A.C. 6A:16

Discipline of pupils  
Managing for equality and education in education  
Standards and assessment  
Professional licensure and standards  
Professional standards for teachers  
General certification policies  
Requirements for instructional certificate

N.J.A.C. 6A:32-4 et seq. Authorizations-general

See particularly:

<u>N.J.A.C. 6A:32-4.1</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:32-4.2</u>	Required professional development for teachers
<u>N.J.A.C. 6A:32-4.4</u>	Programs to support student development
<u>N.J.A.C. 6A:32-5.1</u>	Employment and supervision of teaching staff
<u>N.J.A.C. 6A:32-6 et seq.</u>	Employment of teaching staff
<u>N.J.A.C. 6A:32-7 et seq.</u>	Full-time employment of teachers
<u>N.J.A.C. 6A:32-8 et seq.</u>	Evaluation of tenured teaching staff
	Standards for determining seniority
	School employee physical examinations
	Student records
	Student attendance and accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et. seq.

BOARD APPROVED: **August 12, 2015**