



Millbrook Internship/Building Substitute Experience

Welcome to the Millbrook Central School District

Millbrook CSD is located in Millbrook, New York. We have 833 students across grades Pre-Kindergarten through 12. Each grade level team works closely together and typically consists of 2-3 teachers. The school day is designed with time for teachers to meet with their grade level or department members to allow for ongoing professional growth.

Location: Millbrook is a small village located in Dutchess County in the heart of the Hudson Valley. The small village charm of Millbrook attracts people from all over New York State. The sidewalks allow visitors to explore the local parks, small eateries, and historic sites. [Click here for directions from your location.](#)

Curriculum Focus:

Literacy: Our District follows Teachers College Reading & Writing Project Units of Study and provides students phonics instruction using Orton-Gillingham. Successful Interns working in the elementary and middle school will have access to observing and utilizing both the reading and writing units and supporting students learning to decode texts.

Math: Millbrook CSD adopted Eureka math instruction P-12 this past year to provide our students vertical alignment in their instruction. Teachers have access to asynchronous professional development, online resources and customizable student assessments.

Social Emotional Learning: This school year, Millbrook committed to provide support to our teachers in seeing the connection between academics and students' social and emotional learning. Using the Branching Minds platform, teachers will have access to quickly identify areas to target intervention and support for students. Millbrook CSD is also a RULER District. [RULER is an evidence-based approach to social and emotional learning developed at the Yale Center for Emotional Intelligence.](#)

Professional Development Opportunities:

The Millbrook Central School District offers our staff a variety of opportunities to grow in their professional practice. Successful Interns will be invited to attend professional development sessions held during monthly faculty and department meetings. Superintendent's Conference Days are another option to grow professionally. Interns will also have the opportunity to be observed and receive feedback on a lesson they have prepared.

Preparing for Your Own Classroom:

As part of our commitment to help prepare Interns for their first full-time position whether in Millbrook or another district, we will work with Interns to provide feedback on their resume and arrange for a mock interview.

Work Day:

Interns can work up to four days in a week. Interns assigned to Elm Drive (Grades Pre-K-2) or Alden Place Elementary School (Grades 3-5) are asked to report to the main office at 8:20 AM and work until 3:30 PM. Those working in the Middle and High Schools are asked to report to the main office at 7:40 AM and work until 2:30 PM. Interns will be provided a duty-free lunch.

Interns will be assigned an Advisory period with a teacher mentor. The Intern will observe the classroom instruction, routines, and procedures during the first few days. If asked, the Intern may take part in assisting in the preparation of the daily activities. Interns may be assigned as a substitute by the building principal on a daily basis, not to exceed four days per week (when Interns are not assigned to substitute (on the 5th day of a regular school week), they can be assigned to their "Advisory" classroom for observation and reflection (there is no compensation for the 5th day). A Marist Intern seeking to be a Millbrook CSD Intern will be available for assignment as per the District's annual school calendar.

Whenever possible, Building Administrators will accommodate as many experiences for interns to rotate through different grade levels within their area of specialty. When needed, interns will be released to attend graduate class.

Compensation: Interns will be paid by the school district at the daily rate (as identified on the Millbrook CSD website) per day for every day the Intern is assigned as a substitute teacher. [It is important to note that time accrued as an intern can be applied to your retirement once you are a member of The New York State Teachers Retirement System.](#)

When is a student available to intern?

Millbrook CSD welcomes students who are in their junior year to apply to be an intern. We value the opportunity to help prepare students for their first classroom. We understand interns are still learning, but see the value in seeing the knowledge learned in the classroom applied in real-time. If you are interested, or would like to learn more please contact, Dr. Amy Watkins, Executive Director of Instruction and Community Relations at amy.watkins@millbrookcsd.org.

How is an internship different from student teaching?

NYSED defines internship as: "The Internship certificate is issued to eligible candidates who are enrolled in a NYS registered/approved graduate educator preparation program leading to teacher, school counselor, and educational leadership (school building leader, school district leader, and school district business leader) certification that includes internship experience(s). The candidate **must have completed at least 50% of the semester hour requirement for the program**. The program determines if the candidate is eligible for the Internship certificate and must provide appropriate supervision.

What if my college will not certify that I am eligible for the internship certificate?

Any candidate enrolled in an education program who would like to be considered as a building substitute is encouraged to apply. We welcome the opportunity to support the future teachers of our region. [Click To Apply](#)