

SCHOOL DISTRICT OF DESOTO COUNTY
STUDENT INTERN – PAID INTERNSHIP PROGRAM
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) The employee must be a final, Level III Intern in a degree seeking educational program.
- (3) The intern must have worked full-time as a contracted non-instructional employee of the district for at least three (3) consecutive years with at least one (1) year's work experience immediately preceding the paid internship.
- (4) The intern must sign a Statement of Commitment, to work three years in one of the district's public schools (or in a position otherwise agreed upon) immediately following the paid internship.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school procedures and policies. Ability to adapt to different situations and schedules. Knowledge of the techniques and procedures used in working with targeted student population. Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to plan and/or implement instructional activities. Ability to operate or learn to operate a variety of technology and equipment. Ability to cooperate and work as a member of a team.

REPORTS TO:

Director of Human Resources, Principal or designee, Supervising Teacher, College/University Supervisor

JOB GOAL

To provide an educational experience in which students move toward the fulfillment of their potential for intellectual, emotional, physical, and psychological growth while fulfilling Level III Internship Requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Assist the teacher/administrator in preparing for changing curriculum to meet the needs of students with diverse cultural and socio-economic backgrounds, learning styles, and special needs.
- * (2) Confer with teacher/administrator on progress of students with the support/assistance of the cooperating teacher.
- * (3) Understand that daily attendance and punctuality is mandatory at the assigned school, as well as attendance at seminars pre-scheduled by the program coordinator.

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- * (4) Demonstrate effective classroom management with the support/assistance of the cooperating teacher.

Administrative/Management

- * (5) Use time efficiently.
- * (6) Assist in maintaining the security of records, materials, and equipment.
- * (7) Assist the teacher/administrator in the enforcement of classroom rules and the maintenance of appropriate records.

Assessment/Evaluation

- * (8) Assist in assessing student progress as directed, including proctoring the administration of tests, marking papers, and maintaining confidential records.
- * (9) Assist, as assigned, in the collection of assessment data from a variety of sources and in compiling and organizing data.
- * (10) Assist the teacher/administrator in completing requirements for grade reporting, scheduling conferences, and recording results.

Intervention/Direct Services

- * (11) Provide instructional assistance as planned or coordinated by the teacher or administrator.
- * (12) Lead small group activity, following appropriate training, with the assistance of the supervising teacher in an atmosphere where students are actively engaged in meaningful learning experiences.

Collaboration

- * (13) Work closely with teacher(s) or other professionals to create a quality instructional environment.
- * (14) Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgment.
- * (15) Exhibit interpersonal skills to work as an effective team member.

Professional Responsibilities

- * (16) Ensure adherence to good safety standards.
- * (17) Model and maintain high ethical standards.
- * (18) Keep supervising teacher as well as the school principal informed of potential problems or unusual events.
- * (19) Use effective, positive interpersonal communication skills.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (22) Demonstrate support for the school district and its goals and priorities.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (24) Maintain confidentiality regarding student information and school/workplace matters.
- * (25) Perform other tasks consistent with the goals and objectives of the internship program.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district and/or college/university program guidelines.

COMPENSATION:

Compensation for this position is consistent with the pay of the last position worked in the district by the program participant as long as the compensation does not exceed the base pay for a teaching position. If the previous compensation exceeds the base pay of a teaching position, the compensation will be reduced to adhere to this program requirement.

EVALUATION:

Performance of this job will be evaluated in accordance with college/university program guidelines.