



# The School District of DeSoto County

## **Paid Internship Program**

### *Guidelines for Non-Instructional Personnel*

The School District of DeSoto County Paid Internship Program will be effective beginning the 2023-2024 school calendar year. The following criteria will be used to qualify interns for the program:

#### **Program Qualifications and Requirements**

- The employee must be a final, Level III Intern in a degree seeking educational program.
- 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.
- The intern will request a Temporary Duty Request from the current position for the period of the internship. The intern must be performing the student teaching in one of the district's public schools.
- The intern must sign a Statement of Commitment (see page 2), to work three (3) years in one of the district's public schools (or in a position otherwise agreed upon) immediately following the paid internship.

#### **Payroll Information**

- The district will pay the intern/employee according to the current salary schedule of the employee.
- The intern/employee will only be paid for actual days worked during the internship period; accrued vacation, sick or personal leave hours will be frozen and not available for use until the internship is completed.
- The school bookkeeper will track the intern's attendance each week and submit leave forms to the Finance Department to dock pay if absent.



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**Student Intern Information**

Name:	
Current Position:	Original Hire Date:
School/Department:	
University Requesting Internship:	
Internship Dates:    /    /    to    /    /	Internship Worksite:
Current Principal/Director:	

**Paid Internship Program  
 Statement of Commitment**

I understand that under the required guidelines, I will be paid for my internship with the School District of DeSoto County. In return, I will be required to work at the discretion of School District of DeSoto County in a teaching position (or otherwise agreed upon position) for three (3) full years. Furthermore, my eligibility for employment as a teacher is contingent upon receipt of final degree conferral from the graduating college or university as well as certification from the Florida Department of Education.

I fully understand the conditions described herein and failure to satisfy the three (3) year commitment with the District immediately following my internship, for reasons other than the unavailability of positions within the District for which I qualify, will require that I reimburse the District, on a pro rata basis, the salary monies paid to me during my student teaching/internship program.

Intern Signature:	Date:
District Administrative Approval:	Date:

- cc:  
 Superintendent  
 Director of Human Resources  
 Director of Finance  
 Principal – Internship Location  
 Principal/Director – Current Work Location  
 Bookkeeper – Internship Location  
 Human Resources Clerk  
 Payroll Clerk