

All Personnel

INTERNS

The district may employ interns as necessary to fulfill the need for sufficient instructional staff and to provide future teachers an opportunity to link teaching theory with practice in order to meet state credentialing requirements. In addition, the district may employ teachers who already possess a preliminary or clear credential and are pursuing a credential in a different specialization as interns for positions that require such other credentials.

The district may enter into partnership agreements with one or more approved teacher preparation programs sponsored by colleges or universities and/or may provide a district intern program with approval of the Commission on Teacher Credentialing (CTC). Any intern program in which the district participates shall be aligned with the preconditions and program standards adopted by the CTC.

The Superintendent or designee shall make reasonable efforts to recruit an intern from an approved program within the region whenever a teacher with a preliminary or clear credential is not available for a position requiring certification. (Education Code 44225.7)

The Superintendent or designee shall ensure that any intern employed by the district possesses an appropriate intern credential and is adequately prepared for the responsibilities of the position. An intern may be assigned to provide the same service as a holder of a regular multiple subject, single subject, or education specialist credential in accordance with the authorizations and grade/age level specified on the intern credential. (Education Code 44454, 44325, 44326, 44830.3)

Terms of employment for interns shall be consistent with law and the district's collective bargaining agreement, as applicable.

Interns shall receive intensive, structured supervision and ongoing support by qualified personnel in order to enhance their instructional skills and knowledge. The Superintendent or designee shall ensure that district staff serving as supervisors, mentor teachers, or other support providers receive appropriate training to fulfill their responsibilities and that they maintain frequent communication with the interns they are assigned to assist.

Interns shall be provided with ongoing feedback regarding their performance and shall be formally evaluated in accordance with Board policy and the district's collective bargaining agreement. Upon receiving notification from the Superintendent or designee that an intern has successfully completed the program, the Governing Board may recommend to the CTC that the intern be awarded a preliminary credential. (Education Code 44328, 44468, 44830.3)

The Board shall regularly evaluate the effectiveness of the intern program(s) to determine whether changes are needed in the support and/or assignment of interns.

Personnel**INTERNS**

The Board's evaluation shall be based on a report by the Superintendent or designee, including, but not limited to, data on student performance in classes taught by interns, feedback from interns and supervisors, and the number of interns who successfully complete the program and obtain general education or education specialist credentials.

Legal Reference:**State**

5 CCR 80021.1

5 CCR 80033

5 CCR 80055

Ed. Code 300-340

Ed. Code 44225

Ed. Code 44225.7

Ed. Code 44253.10

Ed. Code 44253.3-44253.4

Ed. Code 44259

Ed. Code 44314

Ed. Code 44321

Ed. Code 44325-44328

Ed. Code 44339-44341

Ed. Code 44450-44468

Ed. Code 44830.3

Ed. Code 44885.5

Management ResourcesCommission on Teacher
Credentialing PublicationCommission on Teacher
Credentialing PublicationCommission on Teacher
Credentialing PublicationCommission on Teacher
Credentialing PublicationCommission on Teacher
Credentialing Publication**Description**

Provisional internship permit

Intern teaching credential

Intern credential; extension for extenuating circumstances

[English language education for immigrant children](#)[Credentials; responsibilities of Commission on Teacher
Credentialing](#)[Priority for hiring fully prepared teacher](#)[Qualifications to provide specially designed academic instruction
in English](#)[Certificate to provide services to English learners](#)[Teaching credential, exception; designated subjects; minimum
requirements](#)[Subject matter programs; approved subjects](#)[CTC approval of intern programs](#)[District interns](#)[Teacher fitness](#)[University internship program](#)[Employing district interns](#)[District interns classified as probationary employees](#)**Description**

Administrator's Assignment Manual, 2008

CL-840 Early Completion Option

Education Specialist Teaching and Other Related Services
Credential Program Standards, rev. May 2013Hiring Hierarchy in Education Code 44225.7, Coded
Correspondence 13-01, January 30, 2013

Intern Preservice, Support and Supervision Requirements:

Preparation to Teach English Learners, Program Sponsor Alert
13-06, June 3, 2013

Personnel

INTERNS

Legal Reference:

Management Resources

Commission on Teacher
Credentialing Publication

Commission on Teacher
Credentialing Publication
Commission on Teacher
Credentialing Publication
Court Decision

U.S. Department of
Education Guidance

Website

Website

Website

Website

Description

Preparation of Intern Credential Holders Prior to Service as
Teacher of Record as an Intern, Coded Correspondence
08-03, March 3, 2008

SB 2042 Multiple Subject and Single Subject Preliminary
Credential Program Standards, rev. February 2014
California Standards for the Teaching Profession (CSTP),
October 2009

Renee v. Duncan, 686 F.3d 1002 (2012)

Improving Teacher Quality State Grants, rev. October 5, 2006

[CSBA District and County Office of Education Legal Services](#)

[Commission on Teacher Credentialing, Interns](#)

[CSBA](#)

[U.S. Department of Education](#)

Policy Adopted: March 7, 2024

WESTMINSTER SCHOOL DISTRICT

Westminster, California