

<b>Kelsey School Division</b> Box 4700 The Pas, Manitoba R9A 1R4  Phone: 623-6421	<b>Code: CJ</b>
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## **INTERNSHIP PROGRAMS**

### **A. Background**

The Kelsey School Division internship programs are designed to encourage teachers who have exhibited potential in selected specialties desired by the school division. This professional development opportunity is implemented under the supervision of the Superintendent. Designated internship programs are:

1. School Leadership
2. Special Education/Resource Teacher
3. School Counselor

### **B. Selection Process**

1. Recruitment and selection of suitable candidates may take place annually, as deemed necessary, to maintain a desired number of interns.
2. Internal advertising for candidate applications may take place from May 1 to September 15.
3. The general criteria for eligibility to apply include:
  - a) Being a professional staff member of the school division
  - b) Having successful teaching experience at the required level
  - c) Interest in pursuing certification in the specialty area
  - d) Demonstrated interest, skills and/or knowledge in the specialty area
  - e) Support for the application by the candidate's school principal.
4. All applications received by September 15 will be submitted to the Superintendent for review.
5. Previous interns may submit a "Letter of Intent" requesting continuation in the program, along with an updated resumé highlighting courses completed since their original acceptance into the program. Also required is the school principal's assessment and recommendation for the intern's continuation in the program.
6. Applications and documents submitted will be reviewed by the Superintendent and school administration.
7. An interview by the Superintendent may be conducted to assist in ranking or short-listing applicants.

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8. Successful applicants will be notified in writing by the Superintendent. Principals will notify their staffs of successful interns from their schools.
9. Selection of candidates in no way commits the school division to the candidate's future employment or set a precedent for selection by the school division in subsequent position competitions.

### **C. Training Components**

1. Each internship program's training components will be clarified at the start of the internship period. These components will be reviewed annually by the Superintendent in consultation with the supervising division leadership personnel, and will be listed in the Regulations appended to this policy.
2. There will be no financial remuneration to the intern other than the opportunities for professional development (as per division reimbursement policy) and experience provided.
3. The intern is expected to contribute some personal time to carry out duties and receive training. Training will be provided through various professional development opportunities, approved by the Superintendent.
4. The Superintendent has the authority to terminate an intern's participation in a program if deemed necessary, and an intern may withdraw from the program with an explanation in writing to the Superintendent.
5. Up to five days per year of personal release time may be utilized by an intern. Consideration will be given to professional development opportunities which are applicable to the intern's specific program.

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## **Regulations**

### **A. General**

1. Interns may be called upon to replace or supplement school personnel operating in the area of speciality interest. The same requirement of confidentiality is required of the trainee as for the person being replaced.
2. Interns may participate in professional development activities (ex. Workshops, seminars, PAL shadowing, training, meetings relevant to the internship speciality) as deemed appropriate by the principal and/or Superintendent.
3. Interns are directly responsible to the administrator in charge of the school or specialty area.
4. Interns will maintain a log for subsequent reporting to the school principal and Superintendent. It will denote:
  - a) the dates and times served in an intern capacity
  - b) the types of duties experienced during periods of responsibility
  - c) the skills developed, and school-based training in which the intern was engaged
  - d) relevant course work, training sessions, workshops, etc. successfully completed.

### **B. Relevant Training**

#### **1. School Leadership**

Among the training options to be considered are:

- a) school orientations
- b) school-based seminars on appropriate topics (see list in d.)
- c) peer assisted shadowing
- d) release time to participate in assigned tasks determined by the school principal such as, but not limited to: budgeting, time-tabling, maintenance schedules, duty rosters, student behaviour, contacting parents or agencies, school accounts.

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2. Special Education/Resource Teacher

Among the training options to be considered are:

- a) school orientations
- b) school-based seminars on appropriate topics
- c) peer assisted shadowing
- d) development of IEPs
- e) completion of funding applications
- f) scheduling
- g) assisting with the referral process and assessment documentation
- h) attending team meetings

3. School Counselor

Among the training options to be considered are:

- a) school orientations
- b) school-based seminars on appropriate topics
- c) peer assisted shadowing (within privacy considerations)
- d) release time to assist with assigned tasks determined by the principal and school counselor.