

Auxiliary Personnel

Temporary Administrators

The appointment and service of a temporary administrative employee will be based on principles of performance, ability and qualifications, as for any other employment action, with consideration for the urgency and other circumstances of the district's need and for the immediate availability of persons qualified to fill the need.

If a retired administrator is hired as a temporary administrator, he/she may work up to state maximum hours without affecting his/her retirement.

Administrative Internships

The following procedures will be followed in the selection of interns for administrative or positions such as, principal, program director, etc.:

- A. By April 15 of each year all applications for administrative internships are due prior to the subsequent year of the internship.
- B. Through examination of the applicant's credentials and a personal interview with the superintendent or designee, a decision will be made to determine whether the applicant is qualified for consideration as an intern for an administrative position. Additional input may be provided from the applicant's supervisor.
- C. The individual(s) recommended for consideration as interns will be scheduled for internship assignments when and where it will be most advantageous to the district as determined by the superintendent and the intern's supervisor. The candidate will be notified in writing of the decision.

Following selection, the intern and intern's supervisor will set objectives and plan appropriate activities addressing standards, indicators, and/or certification requirements pertaining to the program of study.

The superintendent or designee will coordinate the request for placement with building principals in order that excessive concentrations of student teachers in any given building will be avoided. Student teachers will comply with the policy of the district as it applies to certificated staff. The supervising teacher and the principal will be responsible for the conduct of the student teacher.

The procedures for developing and implementing a student teacher agreement are as follows:

- A. The college representative will present a student teacher agreement to the superintendent for review and approval.
- B. The superintendent will coordinate the institution's request for placement with principals to determine if placements are possible in the subject areas requested.
- C. The college supervisor will be notified of placements that can be accepted during the quarter.
- D. Assignment will be made with the approval of the cooperating staff member and the principal.
- D. A student teacher will be assigned to a teacher with no less than three years of teaching experience.
- E. A supervising teacher will not be assigned more than one student teacher per school year.
- F. The supervising teacher will be responsible for the class and should not delegate responsibilities until the student teacher has displayed the proficiency to accept them.
- G. A student teacher should assume the same conditions of employment as a regular teacher in terms of length of school day, supervision of co-curricular activities, staff meetings, and in-service training.

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