



North Coast Teacher Induction Program

HIRING INTERNS

If you are considering hiring someone into an Intern position, he/she **must** meet the following conditions PRIOR to the university's issuance of an Intern Credential:

- Must be accepted into (or eligible for) a university Intern program or enrolled in NCSOE's "Be A Teacher" Intern Program
- Has met the 120 hour pre-service requirement as approved by the university
- Has passed CBEST (or the basic skills requirement)
- Has met subject matter competency (through course work waiver or CSET exam)
- Has met the US Constitution requirement
- Has an offer of employment
- Is enrolled in an Intern Program – Support & Supervision (North Coast Induction Teacher Program)

Important Program Requirements

- Intern teachers should be assigned to classrooms appropriate to their novice status, avoiding combination classrooms, excessive preps, multiple site assignments, and adjunct duty assignments.
- Intern teachers are assigned a teaching position authorized by their Single Subject, Multiple Subject or Education Specialist credential. The intern credential is restricted by subject authorization and by place of employment. Districts should NOT have a preponderance of interns in their deciles 1-3 schools!
- All intern teachers are concurrent university students and attend classes after their teaching day has ended. University classes often begin at 4:00 pm, so interns must leave their teaching site immediately after dismissal in order to reach the campus by 4:00 pm. Most interns will be in a university class one or two evenings a week. In addition to weekly attendance, they will be completing coursework assignments. Keep in mind that this is a heavy load on top of teaching everyday!
- Intern teachers must continuously attend university classes to retain their intern credential. As each intern will have varying schedules for a given semester, it is possible that intern teachers will need to be excused from faculty meetings, grade level meetings, team meetings, etc. should there be a conflict with a university class. University attendance is critical to their intern credential. This need should be acknowledged and school site schedules should be adjusted accordingly.

General Information

- The intern teacher may be at a point in their credentialing program of only needing to complete their student teaching, or he/she may not yet have taken the first credentialing course. A teacher may be an intern for 1-4 semesters depending on the pace at which they move through the credentialing program.
- Each intern teacher is assigned a University Supervisor who observes and guides the intern in their university program. **Site administrators should know and have regular contact with the University Supervisor** to maximize support for the intern.
- Each intern teacher must have a veteran teacher with a matching assignment and credential who serves as the mentor and provides a minimum of 40 hours of support throughout the school year. The relationship with the mentor is designed to provide the intern with day-to-day site level guidance, as well as general support in completion of the intern credential.
- As an Intern Program – Support & Supervision, the *North Coast Teacher Induction Program* establishes communication with participating districts and universities to ensure support, coordination and compliance in regards to state requirements.