

Administrative Procedure 423

INTERN TEACHERS

Background

The Division, in valuing lifelong learning, and in its commitment to contribute to sound and thorough teacher training, shall accept and accommodate intern teachers in the Division.

Procedures

1. The teacher training institute will name one (1) person who will be responsible for coordinating the activities for all of the interns from the institute for the period of the internship.
2. The coordinator will meet with the Director to outline the goals and expectations of the internship and to identify particular needs that must be met.
3. All interns will complete an information form distributed by the teacher training institute. The form will be supplied to the Director.
4. The HR office shall, in cooperation with principals, establish the supervising of teacher-intern pairings.
5. A meeting of all supervising teachers and principals shall be held with the coordinator and/or representatives of the institute, to clearly outline expectations, especially in areas such as evaluation of its interns.
6. The institute sponsoring the interns shall be actively involved in the supervision and evaluation of its interns.
7. In the event of a situation where, in the opinion of the Director, the progress of students or the work of the teacher is negatively influenced by an intern, the intern shall be immediately removed from the particular placement.

Reference: Sections 85, 87, 108, 109, 110, 175, 231 Education Act