



NORTH COAST SCHOOL OF EDUCATION



HIRING INTERNS GUIDE

If you are considering hiring someone into an Intern position, they **must** meet the following conditions PRIOR to the Intern Credential Program issuance of an Intern Credential:

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

* Due to COVID-19, the State has implemented some changes to these standards; see more at <https://www.ctc.ca.gov/commission/covid-19-commission-action-related-to-covid-19>.

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 Intern Credential Program students and attend classes after their teaching day has ended. University classes often begin at 4:00pm, 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 an Intern Credential Program 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 every day!
- Intern teachers must continuously attend Intern Credential Program 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 an Intern Credential Program 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 fieldwork/clinical practice, or they 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 Practicum Supervisor who observes and guides the Intern in their Intern Credential Program. **Site Administrators should know and have regular contact with the Practicum 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 Support & Supervision Program, NCSOE establishes communication with participating districts and Intern Credential Program to ensure support, coordination and compliance in regards to state requirements.