

Kelsey School Division Box 4700 The Pas, Manitoba R9A 1R4	Code: CJ
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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.
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 resume 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 sets 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 School 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.