

Hawthorn Academy
Policy: Intern Teacher Policy
Adopted: April 10, 2019



Policy

The purpose of this policy is to ensure that Hawthorn Academy (the “School”) follows applicable law when employing intern teachers, including abiding by the requirements to assign a mentor to each intern teacher and provide each intern teacher with other resources and support services.

Accordingly, the School’s Lead Director shall establish administrative procedures that comply with Utah Administrative Code Rule R277-504-7 and any other rules pertaining to an LEA’s employment of intern teachers, including Utah Administrative Code Rule R277-509.

Signature:

A handwritten signature in black ink, appearing to read "Meggen Pettit".

04.10.19

Meggen Pettit, Board President

Date

Intern Teacher Procedures

These procedures are established in accordance with the Intern Teacher Policy adopted by the School's Board of Directors.

Purpose

In order for a Utah LEA to employ an intern teacher, the LEA must have a policy that complies with Utah Administrative Code Rule R277-504-7. The School occasionally employs intern teachers and therefore intends for its Intern Teacher Policy and these procedures to meet the requirements of Utah Administrative Code Rule R277-504-7. The School also intends for the policy and procedures to be consistent with other rules pertaining to an LEA's employment of intern teachers, including Utah Administrative Code Rule R277-509.

Procedures

Definitions

Intern Teacher – “intern teacher” means a teacher education student who, in an advanced stage of preparation and usually as a culminating experience, may be employed by the School for a period of up to one school year and receive a salary proportionate to the service rendered as determined by the School. An intern teacher is supervised primarily by the School while maintaining a continuing relationship with college personnel as part of a planned program designed to produce a demonstrably competent professional.

Mentor – “mentor” means a licensed teacher employed by the School who is qualified to directly supervise an intern teacher during the period the intern teacher is assigned to the School. Mentor has the same meaning as “cooperating teacher” set forth in Utah Administrative Code Rule R277-509.

Employment of Intern Teachers

In the event the School employs an intern teacher, the School shall do so in accordance with these procedures and Utah Administrative Code Rules R277-504-7 and R277-509.

Upon the hiring of an intern teacher, the School shall assign a mentor to the intern teacher that has been:

- (a) Jointly selected by the institution internship placement officer and the School's Lead Director or School employee designated by the Lead Director; and
- (b) Evaluated by the School and deemed effective by the School.

Mentors shall provide direct support and supervision to intern teachers during the regular school day and shall receive additional compensation for performing their mentorship duties. A mentor shall only be assigned to one intern teacher at a time. The School shall provide additional support and resources to its intern teachers, including providing them with all of the professional learning experiences and intensive training that it provides to all of its new teachers.

The School shall not give an intern teacher an unsupervised classroom assignment prior to the intern teacher being issued an intern license in accordance with Utah Administrative Code Rule R277-509. The School shall verify with the Utah State Board of Education that an intern teacher has appropriate licensure.