

## **Student Intern Job Description**

**Purpose:** The Student Intern will assist USD 202 staff in areas connected to an individual plan of study at Turner High School (THS) or Journey School of Choice (JSOC). Throughout the program, interns will receive guidance from supervisors and mentors, enhancing their professional skills and networks. This experience informs their future academic and career decisions while contributing meaningfully to our organization's objectives.

**Responsible to:** Department Supervisor/Director and USD 202 Teacher.

**Payment rate:** Pay to be established by the Board of Education.

### **Qualifications:**

1. Must be currently enrolled in USD 202.
2. USD 202 student prepared for work experience related to an individual plan of study.
3. Meets all USD 202 employment requirements.
4. Health and Inoculation Certificate on file in the Central Office (after employment offer).
5. Must be reliable, punctual and professional.

### **Essential Functions:**

1. Communicate and work effectively and cooperatively with members of the school district and community.
2. React to change and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
3. Operate appropriately all equipment related to specific job duties.
4. Work to implement the vision and mission of the school district.

**Physical Requirements/Environmental Conditions:**

1. May require prolonged sitting.
2. Requires occasional stooping, bending, kneeling, reaching, and turning.
3. Must work in noisy and crowded environments, with numerous interruptions.
4. Other Physical Requirement/Environment Conditions may be specific to the job assignment.

**General Responsibilities:**

1. Specific responsibilities of intern will be dependent on job assignment. The assignment will:
  - a. Provide a work-based learning experience related to an application-level course at THS or JSOC.
  - b. Help students make personal connections to their experiences.
  - c. Guide the learning process and deepen/extend the learning from the work-based learning experience.
  - d. Allow students to see how academic and technical skills are applied in authentic settings.
  - e. Provide a tool for students to self-assess their employability skills and areas of improvement.

**Term of Employment:** Academic year as assigned.

**Evaluation:** Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approval:**