



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
 TITLE: RECRUITMENT AND PLACEMENT
 CODE: 4038 Interns

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	OP 4035 Criminal Record Search and Confidential Disclosure OP 4063 Allowances for Teacher Interns
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education supports teacher training programs and will accommodate intern teachers in the Division.

Procedures:

1. Teachers are to cooperate with the College of Education and the Faculty of Education in the placement of student teachers and intern teachers in the Holy Family schools.
2. Arrangements for placement are subject to the approval of the principal and Director of Education or designate.
3. Intern teachers must submit a criminal record search/vulnerable sector check and a confidential disclosure form, in accordance with [OP 4035 Criminal Record Search and Confidential Disclosure](#), before they may begin their assignment in one of the Holy Family Schools.
4. Cooperating teachers are expected to attend orientation sessions associated with the internship program.
5. Request for placement shall be addressed to the Director of Education or designate.

6. Request for placement by other colleges and post-secondary institutions are to be considered for acceptance and approval if satisfactory arrangements can be made.
7. Allowances for Intern teachers will be in accordance with [OP 4063 Allowances for Teacher Interns](#).