

**CHAPTER:** INSTRUCTION  
**TITLE:** BEGINNING EDUCATOR INTERNSHIP PROGRAM

The Board of Education recognizes its role to create a supportive learning climate for new members of the teaching profession, and to provide a continuum of growth from pre-service to the professional teaching level.

Every person, beginning July 1, 1992, to whom a professional teaching certificate is awarded by the West Virginia Department of Education, shall be required to successfully complete an internship program, under the supervision of a mentor teacher and professional support team as defined below.

An exception is given to those persons who were awarded a professional teaching certificate on the basis of having five (5) or more years of teaching experience in another state.

The Board shall provide a professional support team for those newly hired teachers requiring an internship program according to the following guidelines:

- A. A professional support team shall be comprised of the following:
  1. the school principal, who shall be the chair of the professional support team
  2. a member of the county professional staff development council
  3. an experienced classroom teacher at the school who teaches the same or similar subject and grade level as the beginning teacher (if possible), and who shall serve as a mentor for the beginning teacher
- B. An orientation program for the beginning teacher shall be conducted prior to the beginning of the instructional term, but within the employment term supervised by the mentor teacher.
- C. Joint planning periods, when possible, shall be scheduled for the mentor and beginning teacher throughout the school year.
- D. When possible, the mentor shall observe the beginning teacher's classroom teaching skills for at least one (1) hour per week during the first half of the school year. Observation time may be reduced at the discretion of the mentor to one (1) hour every two (2) weeks during the second half of the school year.
- E. Weekly meetings between the mentor and the beginning teacher shall occur at which the mentor and the beginning teacher discuss the performance of the beginning teacher and any needed improvements. These meetings may be reduced, at the discretion of the mentor, to biweekly meetings during the second half of the school year.
- F. Monthly meetings of the professional support team shall occur to discuss the performance of the beginning teacher. These meetings may include all mentor members of all professional support teams at the school if helpful in the judgment of the participants.

- G. An in-service professional development program shall be provided through the professional development project of the Center for Professional Development for beginning teachers and for mentors, both of which will be held in the first half of the school year.
- H. The mentor teacher shall be released from regular duties, as agreed to by the principal and the mentor teacher, and a yearly stipend of at least \$600 for the mentor teacher for duties as a mentor teacher.
- I. A final evaluation of the performance of the beginning teacher shall be completed by the principal on a form developed by the Sate Board of Education. The final evaluation form shall be submitted by the principal to the County School Superintendent and shall include one (1) of the following recommendations:
  - a. **Full Professional Status:** A recommendation of full professional status indicates that the beginning teacher has successfully completed the internship program and in the judgment of the principal has demonstrated competence as a professional educator.
  - b. **Continuing Internship Status:** A recommendation of continuing internship status indicates that in the judgment of the principal the beginning teacher requires further supervision, and further employment in the County should be conditioned upon successful completion of an additional year under a beginning teacher internship program.
  - c. **Discontinue Employment:** A recommendation to discontinue employment indicates that in the judgment of the principal the beginning teacher has completed two (2) years of employment under supervision in a beginning teacher internship program, has not demonstrated competence as professional educator, and will not benefit from further supervised employment in the County.

The provisions of this policy do not operate to guarantee contract renewal or employment of any teacher by the County Board of Education.

**REFERENCES:** WV State Board of Education Policy 5900, West Virginia Code 18A-3-2b  
**ADOPTION DATE:** 05/13/13  
**REVISED DATE:**  
**REVIEWED DATE:**