

**DATE:**

4/19/2023

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the creation of a new job description for the position of Student Intern.

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

**HISTORY/BACKGROUND:**

Kenton County Schools internships were established to provide students with immersive opportunities that allow them to expand their learning through specific, pathway related work-based learning experiences. Student internships are created when a school/district department recognizes the ability to continue a student's career pursuits through a collaborative internship experience. While initial internships were begun under the job description of "Student Worker", the richness of the experience for an intern in a career pathway has set it apart for the need to define an internship in its own job description. Attached is the new proposed job description for the position of Student Intern to better reflect the experiences and expectations of the role.

**FISCAL/BUDGETARY IMPACT:**

\$0

**RECOMMENDATION:**


Approval to create a new job description for the position of Student Intern.

**CONTACT PERSON:**

Matt Moore

  
\_\_\_\_\_  
Principal/Administrator

  
\_\_\_\_\_  
District Administrator

  
\_\_\_\_\_  
Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District  
Job Description: Student Intern  
Job Class Number:

TITLE: Student Intern

QUALIFICATIONS:

1. Current Kenton County School District student in good standing.
2. Must pass a health examination required of all school employees.
3. Complete training deemed necessary to perform duties listed below including all employment trainings required by KCSD employees.
4. Demonstrated ability to communicate effectively with students, staff, parents, and the community.
5. Ability to work collaboratively.
6. Strong verbal and written communication skills.
7. Excellent analytical and problem-solving skills.
8. Strong work ethic and attention to detail.

REPORTS TO: Internship Mentor and Department Lead for area of internship.

SUPERVISES: None

JOB GOAL: To gain hand-on experience in an area of a selected career pathway through job shadowing and identification of a real world problem with the support of a knowledgeable professional.

PERFORMANCE RESPONSIBILITIES:

1. Student interns support the goals and objectives of their internship program mentor's job responsibilities.
2. Student intern identifies areas of growth within their internship and develops plans for improvement throughout their mentorship.
3. Perform other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Days and hours not to exceed Kentucky Labor Laws for minors
- Salary Schedule: Students will be paid at a step 0 on the G1 salary scale
- Fair Labor Standards Act (FLSA) Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated by the internship mentor at the close of the internship.

APPROVED:

REVISED: