

PROFESSIONAL TRAINEES

1. Professional Trainees are college students preparing for careers in secondary education. The placement of professional trainees, counselor trainees, or other trainees in schools and their assignment to District employee supervisors shall be cooperatively arranged by representatives of the professional training institutions, the personnel department, and the principals.
2. The District will contract with colleges and universities for the placement of their students and for the compensation of employee supervisors through the District.
3. District supervising employees are selected by the principals and the Director of Personnel Services.
4. Each professional trainee is assigned to one or more District supervising employee. The professional trainee serves without pay, and receives college credit from the professional training institution in which he/she is enrolled. Principals and teachers are encouraged to assist in recruiting successful professional trainees as potential staff members.
5. The college or university is responsible for the following:
 - (a) Assigning professional trainees to District employee supervisors in each participating school.
 - (b) Assigning a supervisor from the college or university to work with professional trainees and employee supervisors in the schools.
 - (c) After completion of each semester prepares, if applicable, "Payments to Employee Supervisors", listing exact amount due each employee supervisor, and sends copy to Director of Personnel Services.
6. The College Supervisor:
 - (a) Discusses with principal the scheduling of professional trainees and participants, indicated hours of work for professional trainees, and arranges conference time.
 - (b) Meets with District employee supervisors to provide necessary liaison between them and college.
 - (c) Provides principals and employee supervisors with necessary information about the professional trainees, assignments, instructions, and forms for their evaluation.
 - (d) Works with principals and employee supervisors in the supervision of professional trainees.
 - (e) Assigns grades to professional trainees.
7. The Principal:
 - (a) Confers with college supervisor.

- (b) Selects from his staff those best qualified and willing to supervise professional trainees, and sends a list of their names to the personnel department.
 - (c) Submits joint employee supervisor-principal evaluations of professional trainees to the personnel department.
8. Personnel Department:
- (a) Prepares contracts between District and professional-training institutions.
 - (b) Receives professional trainee certificates from the County Superintendent of Schools and checks them against lists of professional trainees in the San Dieguito Union High School District.
 - (c) Provides information about employment and application forms to professional trainees.
 - (d) Processes "Professional Trainee Supervision Authorization" time cards, and submits reports of total units earned by and total payments made on behalf of students for each college or university to the Business Office.
 - (e) Screens list of District employee supervisors sent by principal. Sends final list of recommended employee supervisors by school and subject to the colleges and universities with whom the District has contracts.
9. District employee supervisor submits evaluation of professional trainee to college supervisor and to personnel department.
10. Business office distributes pay warrants to District employee supervisors and prepares invoices to bill each college or university for payments made on its behalf.