

# HIGHLINE PUBLIC SCHOOLS Job Description

**JOB TITLE: HIGH SCHOOL STUDENT INTERN**

**WORK DAYS PER FISCAL YEAR: Varies – Temporary position.**

**SUMMARY:** The High School Intern will be assigned to a department within the Educational Resources and Administration Center (ERAC) of Highline Public Schools or to a specified school for the purpose of attaining work-place learning experience and career readiness. The intern will have, a start and end date, learning objectives and a project or work assignments to complete as part of the internship. The intern will be evaluated by his or her supervisor and will complete a reflection of the experience and how it has helped shape his or her future.

Student interns will be paid minimum wage and understand this is a temporary position not to exceed the number of hours specified in the job posting.

**CONTEXT AND WHO WE ARE:** Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

**OUR PROMISE:** *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate professional work place behaviors including reliability, timeliness, strong communication, use of “down time”, appropriate work attire, confidentiality, self-initiative, teamwork and appreciation.
- Ask appropriate questions for understanding work assignments and demonstrate hard work to meet deadlines and expected quality outcomes.
- Take initiative for understanding how other departments/functions contribute to the entire system, and write a reflection of the internship experience and how it has helped shape the student’s future career pursuits.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

#### **MINIMUM QUALIFICATIONS & CONDITION OF EMPLOYMENT:**

Current Highline Public School student, age 16 or older

I9 Form (Proof of eligibility to work in United States) Washington State Identification Card, Driver’s License or Student ID with photograph AND Social Security Card or Birth Certificate

Criminal background check, (WATCH)

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

**ABILITY TO:**

Communicate effectively verbally and in writing

Operate a microcomputer and related software

Maintain effective working relationships with other people

Work with a broad cultural mix of students in a multiethnic community

Remain flexible to changes in assignments or situations.

Organize activities, set priorities, and follow instructions

Comply with school board policies and follow administrative procedures

**REPORTING RELATIONSHIP:** Department Supervisor

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*

**CLASSIFICATION HISTORY**

Updated Context and Disclosures sections, 2024.07.09

Revised Condition of Employment section, 2021.12.10

Updated Context and Mission statement, 2020.09.21

Updated to add EEOC statement, 2017.05.19

Created by Human Resources, 2014.07.10

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, [titleixofficer@highlineschools.org](mailto:titleixofficer@highlineschools.org); Civil Rights Act: District Ombudsman, 206.631.3104,

civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250,  
504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166