

Student Intern - CTE Future Teacher College Program
Job Description



JOB TITLE: Student Intern - CTE Future Teacher College Program
DATE REVISED: August 22, 2025
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Teaching & Learning: Assigned Campus
PAY GRADE/DUTY DAYS: \$10/hr, Part-Time, 19.75 hours per week or fewer
FLSA: Nonexempt

JOB PURPOSE SUMMARY:

The Student Intern - CTE Future Teacher College Program role provides high school students with hands-on, field-based experience in educational settings, allowing them to apply instructional skills, support classroom operations, and gain practical insight into the roles of teachers and academic staff through structured participation.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Instructional Support and Professional Responsibilities:

1. Support instructional delivery and student learning.
2. Assist in classroom management and organization.
3. Contribute to the preparation of educational materials and environments.
4. Observe and reflect on effective teaching practices.
5. Demonstrate professionalism and growth in an educational setting.
6. Plan and lead small groups or individualized instructional activities under supervision.
7. Assist with the preparation and organization of lesson materials and classroom resources.
8. Support teachers with daily routines, transitions, and classroom procedures.
9. Observe student behaviors and assist in documenting progress when appropriate.
10. Model positive behavior, communication, and professionalism in all settings.
11. Report to assigned campus and supervisor on scheduled days.
12. Follow campus rules, procedures, and professional expectations.
13. Maintain confidentiality and uphold ethical standards in all student interactions.
14. Engage actively in feedback sessions and self-reflection for professional growth.
15. Complete required documentation, reflections, and assignments related to internship goals.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- Must be enrolled in the Klein ISD CTE - Future Teachers College Program.
- Must be a senior or entering 12th grade.
- Must hold and maintain satisfactory academic standing in their coursework.
- Must have a record of regular school attendance.
- Meet campus and district eligibility requirements for working in a school setting.
- Follow the Klein ISD CTE Career Preparation Program Guidelines for employment.

CORE KNOWLEDGE, SKILLS & ABILITIES:

Emotional Intelligence – Understands and manages one's own emotions, as well as recognizes and influences the emotions of others.

Teamwork - Working collaboratively with team members to achieve a goal, including having a collaborative, growth mindset that supports feedback from all levels.

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Continuous Learning and Self-Development – Proactively investigates new perspectives, approaches, and behaviors, and takes steps to evaluate and improve performance.

Stress Management – Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity, disappointment, or opposition.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent standing for long periods of time, as well as walking, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, operating office equipment, typing using a computer keyboard and mouse, and viewing a computer screen monitor.. The position includes frequent light lifting and carrying of objects up to 15 lbs; The working environment consists of an indoor and climate-controlled setting the majority of the time with occasional exposure to an outdoor and non-climate controlled setting with frequent exposure to noise.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____