



# Staff Intern

## *California Teachers Association Staff Intern Program 2006 Application Information*

### *Purpose*

The California Teachers Association Staff Intern Program prepares selected candidates to successfully compete for UniServ staff positions. The program is designed to provide opportunities **for all CTA members** who are committed to securing UniServ staff positions in California.

The purpose of the program is:

- To enlarge the pool of qualified CTA member applicants for UniServ staff vacancies, and;
- To provide training and work experiences that will enhance the participant's opportunities to secure UniServ staff work in California;

### *Program Design*

The Staff Intern Program is a full-time program. The program starts with a three-week intensive skills training. After the three-week training, the interns are assigned to a UniServ staff mentor who guides the intern through a five month field training experience. The Human Resources Manager, the appropriate Regional Manager and the Mentor schedules activities to provide the intern with a combination of experiences that reinforce the three-week skills training. Coordinated by the Department of Human Resources Management, the training is conducted by experienced CTA staff.

### *Timelines*

- Feb 17, 2006 - Deadline to submit applications
- March 17, 2006 - Applicants selected for interview are notified
- April 11 & 12, 2006 - Interviewing
- April 28, 2006 - Selected participants are notified
- July 23, 2006 - August 11, 2006 - Three weeks intensive skills training
- August 14, 2006 - January 31, 2007 - Field training

### *Compensation and Expenses*

CTA works with the intern's school district to provide a paid leave of absence from teaching assignments for the duration of the program. However, if a paid leave is not possible and only an unpaid leave of absence is granted, then CTA reimburses the intern for salary and benefits except STRS while on the unpaid leave for the duration of the program. In the event that an intern's school district does not grant a paid or unpaid leave of absence, he or she will have to decide whether or not to participate in the program. Interns also are reimbursed for authorized CTA expenses.

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## *Special Conditions*

The program is limited to a maximum of eight (8) participants each year.

Interns who successfully complete the program are expected to apply and compete with other applicants for UniServ staff vacancies in California. **Completion of the CTA Staff Intern Program does not guarantee a position with the California Teachers Association.**

Professional attire is expected while participating in the program.

Please note that CTA staff are not in the STRS system.

Interns will be required to sign an agreement which will outline the parameters of their participation in the program.

## *Applicant Requirements*

- Current CTA membership.
- Preliminary or clear teaching credential, or the equivalent State certification.
- Full-time availability. (As the program will require full-time participation, success in the program will require that interns not be encumbered by competing time or energy commitments.)
- Valid California Drivers License.
- Applicant's commitment to secure a UniServ staff position in California.
- Five years minimum teaching experience preferred.
- Applicants selected who hold CTA or NEA leadership positions will be required to vacate (i.e. resign or take leave of absence) those positions while participating in the program.
- Word processing skills.

## *Applicant Qualifications*

Experience that demonstrates:

- Ability to initiate, plan and carry out activities with a minimum of guidance.
- Ability to write and speak clearly and concisely.
- Ability to form effective and cooperative work teams and coalitions.
- Ability to make reasoned and well-formed judgments.
- Integrity, creativity and strong leadership skills.
- Knowledge and understanding of NEA and CTA member advocacy and support programs, particularly those implemented at the local association level.
- Analytical & problem solving skills.

## *Application Procedures*

Applicants must submit a letter of interest fully explaining the reasons for seeking a UniServ staff position, reasons why the applicant believes he or she will be successful in a staff position, and an expressed commitment to actively pursue UniServ staff employment in California. Please fully describe your skills, abilities and experiences that satisfy the applicant qualifications. A résumé detailing experience corresponding to the qualifications must accompany the letter.

Applicants must complete the Staff Intern Applicant Data Form and be responsible for the submission of three written letters of recommendation with the application addressed to the Manager, Human Resources Management.

## *Summary*

Please forward all application documents to:

Robert L. Stenhouse, Manager, Human Resources Management  
California Teachers Association  
P. O. Box 921  
Burlingame, California 94011-0921

- Completed Applicant Data Form
- Signed Letter of Commitment
- Letter of Interest
- Application and Supplemental Questionnaire
- Résumé
- Copy of teaching credential, or the equivalent State certification
- Three (3) confidential letters of recommendation that specifically address the seven areas of experience must be included with your application. These letters must be presented in an envelope sealed by the person making the recommendation with his or her signature written across the sealed back flap. Please provide the required specific areas of the Letters of Recommendation section to individuals providing the letters. **Do not seek Letters of Recommendation from members of the current CTA Board of Directors.**

Candidates are fully responsible for ensuring that all required materials are received in the office of DHRM by 5:00 p.m. on February 17, 2006. Incomplete applications and/or applications received after the deadline will not be considered even if postmarked by the deadline.

*Applications are available online*

*Deadline for receipt of all application materials is February 17, 2006*

# Staff Intern

## California Teachers Association Staff Intern Program 2006

### Applicant Data Form

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone School \_\_\_\_\_ Home \_\_\_\_\_  
Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Local Association: \_\_\_\_\_

#### Voluntary Information:

Gender  Male  Female

Ethnicity  African American  Hispanic  
 Asian/Pacific Islander  Caucasian  
 American Indian/Alaskan Native

Names of individuals who will provide recommendations:

■ \_\_\_\_\_  
Name Position

■ \_\_\_\_\_  
Name Position

■ \_\_\_\_\_  
Name Position

*Application deadline for all documents is February 17, 2006*



## *Letter of Commitment*

My signature below indicates that:

- I understand the number of internships available is limited and that in applying I make a commitment to actively pursue employment as a CTA UniServ staff person. **I also understand that employment opportunities are likely to occur in areas of California in which I currently do not reside. Accordingly, I will apply for UniServ staff vacancies that may require me to relocate.**
- Further, I understand that CTA accepts no liability and offers no assurance of selection as an intern or future employment as a CTA UniServ staff person.
- I understand that I will use my personal automobile and that I will be reimbursed for actual business mileage while participating in the Staff Intern Program.
- I understand that if I am selected for the CTA Staff Intern Program, I will be required to take a leave of absence or resign from all governance positions and offices at the local, state and national level. (I will be required to submit to CTA documentation verifying this.)
- I understand that a valid California Driver's license is required in this program and that I will be required to provide evidence thereof prior to the start of the Program.
- The information contained herein is accurate and complete to the best of my knowledge.

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Signature

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Date

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Print Name













