

**M-DCPS/UTD
LETTER OF UNDERSTANDING
SUMMER YOUTH INTERNSHIP PROGRAM**

Pursuant to Appendix E, Rules and Regulations Governing Salary Schedules, Credential Payments, Supplements, and Varsity Athletics, of the current labor contract between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD), the parties have met to discuss modifications to the contract regarding Part-time Hourly Salary Schedules (AU) and (AT) effective for the Summer Youth Internship Program.

The Summer Youth Internship Program (SYIP) is a program that provides students with hands-on learning and skills development with real-world work experience under the guidance and supervision of supportive adults who have relevant knowledge and skills in their field. The students are enrolled in the program as interns from July 1 through August 5—a five-week program requiring 150 hours, 30 hours each week. To assist in the implementation and monitoring of SYIP, M-DCPS will employ part-time teachers to serve as Internship Supervisors. Thirteen General Education Internship Supervisors will carry a student workload of 60:1; Eight Special Education Internship Supervisors will carry a student workload of 12:1.

Work Hours and Compensation

- The work schedule is for a 7-week duration at 30 hours weekly that totals 210 hours. For Summer 2020, Internship Supervisors are required to begin work on June 22 through August 10, 2020. Dates will be adjusted yearly according to program needs.
- Employees will not be required to work July 4, 2020, but will be permitted to work additional hours during the pay period in question in order to accommodate the loss of hours from July 4, 2020.
- To compensate for the additional workload, General Education Internship Supervisors will be paid \$35.00/hour.
- Special Education Internship Supervisors will be paid \$25.00/hour.

Selection of Teachers

- Teachers shall possess a valid teacher certification and be eligible to be hired for summer employment.
- Priority will be given to teachers that have prior internship supervision and/or OJT supervisory experience.
- Teachers who are currently teaching in a career academy or have been assigned as the school's Internship Champion will also be given preference.
- Prior work experience and experience working with business partners is a plus.

Internship Supervisor Responsibilities

Internship Supervisors serve as liaisons to develop and maintain positive relationships with internship providers, education professionals, and other organizations to ensure the success of the SYIP.

- Attend the required professional development workshops prior to start of the SYIP. These workshops are scheduled in My Learning Plan and cover program requirements including the use of various software applications.
- Participate and attend weekly teacher Internship Supervisor meetings held at William H. Turner Technical Senior High School or virtually to meet with the program administrator and discuss any needed information/concerns, and share best practices.
- Schedule first appointment with intern and employer immediately after reviewing each intern's electronic folder.
- Verify that students being paid by the SYIP grant have opened an SFEFCU account.

- Notify interns of summer services attendance and program policies, including timesheet completion via electronic method.
- Complete visitation/communication documents with needed information. Ensure that any collected forms have been uploaded to electronic folder.
- Schedule appointments and notify worksite supervisors of a contact number for them and the Internship Hotline (305-693-3005).
- Document phone sessions on contact log and site visits with a photograph and on visitation document and screenshot if it is a remote internship
- File all email correspondence with students (put it in writing) in student electronic folders as well as review, grade and upload all internship assignments.
- Input grades in gradebook weekly and meet gradebook deadline.
- Obtain and review weekly time sheets emailed confirming a supervisor's signature before submitting form to assigned administrator.
- Optional: Invited to attend the SYIP Recognition Event to celebrate the end of a successful SYIP to be held prior to September 30 at a date still to be determined.


Representatives from the District and the UTD agree to consult on issues that arise as a result of the LOU and discuss successes, opportunities for improvements, available funding, and other concerns. The provisions of this LOU are subject to annual review by the parties; the LOU will remain in effect yearly as long as funds are available for implementation.


UTD agrees not to file a grievance, an unfair labor practice charge, or initiate any other type of litigation as a result of the implementation of this LOU. The aforementioned shall not constitute a waiver of the UTD's right to initiate litigation in the appropriate forum in the event that UTD alleges that a provision of this LOU is being violated.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

UNITED TEACHERS OF DADE


 _____ 6-5-2020
 Mr. Jose L. Dotres Date
 Chief Human Capital Officer
 Office of Human Capital Management


 _____ 5/27/20
 Ms. Karla Hernandez-Mats Date
 President


 _____ 6/4/2020
 Ms. Marie L. Izquierdo Date
 Chief Academic Officer
 Office of Academics and Transformation


 _____ 5/27/20
 Ms. Vivian M. Santiesteban-Pardo Date
 Assistant Superintendent
 Office of Labor Relations