



FOR DISTRICT EMPLOYEES ONLY

INTERNSHIP APPROVAL PROCESS

Staff member must apply online through AppliTrack

- Log on to: www.flboe.com
 - Select Employment Opportunities Link
- Select start an application for employment
- When in application under job/position desired select:
Other (Internship/Fieldwork) - **Job ID # 1610**
- The applicant must upload to AppliTrack a copy of an official letter (on university letterhead) from their school detailing the program requirements (**include dates of internship/number of hours required**).
 - **Note:** School Handbook will not suffice.

Placement Process

- Once all steps are completed the staff member must email Margaret Alcon at malcon@flboe.com to indicate completion and verification in order to be processed. Indicate in your e-mail the administrator to whom you have spoken to about your internship/fieldwork.
- Central Office will reach out to the indicated administrator to verify placement approval, only after the staff member has completed all of the required documentation.

Interview

- Interview with building principal/director is required.

Board Approval

- Approval is subject to completion of all required documentation prior to beginning of any assignment. (All documentation must be completed 3 weeks prior to scheduled Board Meeting).
- Ms. Alcon will then move the information forward to the Office of the Superintendent and the Fort Lee Board of Education for approval.
- No staff member can begin their assignment until they are approved for by the Fort Lee Board of Education.