

City of Brockton
BROCKTON PUBLIC SCHOOLS

Michael P. Thomas · Superintendent of Schools

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Executive Director of Human Resources
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BROCKTON PUBLIC SCHOOLS

Procedure for Requesting a Student Teaching Placement

All documents should be sent to Alicia Grzybinksi's attention in Human Resources at:

aliciagrzybinksi@bpsma.org OR 508-580-7091 (Fax) OR
Brockton Public Schools
Human Resources Office
43 Crescent Street
Brockton, MA 02301

Documents needed:

- ✓ A written request from the candidate's college or university. Please include the type of placement sought (i.e. elementary, special education, middle school, high school, sheltered English immersion, particular subject, etc.) as well as the desired start and end dates for the student teaching assignment.
- ✓ A completed CORI form (background check)- This form can be found in the Human Resources section (under the Employment Information dropdown menu) of the BPS website- www.bpsma.org. ***In addition to completing the CORI form, a government issued photographic ID must be verified by a Brockton Public Schools employee or the form must be notarized by a Notary.***
- ✓ A National Background Check/Fingerprinting must also be conducted. Please visit the Human Resources section of the BPS website- www.bpsma.org for information on obtaining and reporting results to the Brockton Public Schools.
- ✓ Candidate's contact information- please be sure to provide your preferred phone number and email address.

Please note:

This request should be made in a timely manner so that if one school cannot accommodate the request, there is enough time to find another placement. Once a candidate's CORI and Fingerprinting have been approved, the candidate will be instructed to complete Mandatory Trainings (can be found on the Human Resources section of www.bpsma.org) as well as an Emergency Contact form. Candidates should plan to make themselves available for a meeting with the school principal or designee, if requested. Background checks must be completed before any placement can begin.

Finally, thank you for choosing the Brockton Public Schools. It is our goal to ensure that all candidates have proper placements and rewarding experiences.