

Procedure 5641P (Student Teachers) - Exhibit A

BELLEVUE SCHOOL DISTRICT PLACEMENT  
OF STUDENT TEACHERS

The importance of imbedded professional preparation for teachers, counselors, therapists, psychologists and other certificated professional staff through student teaching or internship is predicated on the belief that professional practice is the critical last step prior to being hired as a professional educator. Certified administrators are responsible for the selection, placement and approval of prospective educators who exhibit our shared values and support our vision and mission. Staff are reminded of this responsibility and must defer to administrators with any final decision-making. Please be aware that, "Candidates will not be placed in settings in which personal relationships or previous experiences could interfere with objective evaluation of candi-

**Mentor Teacher Profile**

*Required*

- Minimum of three years of teaching experience
- Record of effective teaching
- Approval of the school principal

*Preferred*

- Minimum of five years of teaching experience
- Demonstrated teacher leadership experience
- Masters' degree

*Allowable substitution*

- A mentor teacher who does not have the preferred profile may be recommended as a mentor teacher upon request of the principal and executive director.

BSD school/department: \_\_\_\_\_

Name of student teacher/intern: \_\_\_\_\_ Date of birth: \_\_\_\_\_

College/university: \_\_\_\_\_

Contact information of college/university supervisor: Name: \_\_\_\_\_

Phone# \_\_\_\_\_ email address \_\_\_\_\_

Name of mentor teacher/staff member: \_\_\_\_\_

(if shared, list all names)

Student teaching/intern BSD assignment (grade/subject): \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

**The principal/certificated administrator will:**

- Contact Human Resources to confirm that the university has been approved to place interns in BSD schools
- Complete and submit this form for all student teaching experiences, including pre-student teaching opportunities.
- Complete and submit a copy of this form to the Office of School Support and Human Resources prior to the beginning of the student teaching experience.

**Principal/Certificated Administrator approval signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Human Resources Use

Agreement of file with Human Resources: Yes  No

Verification of background check: Date: \_\_\_\_\_ Approval: \_\_\_\_\_

Verification of policy review: Date: \_\_\_\_\_ Approval: \_\_\_\_\_