Process for Requesting Classroom Observation Placement

Hurst-Euless-Bedford I.S.D.
Office of Human Resources

**District Goal 2: The district will recruit, employ and retain a quality teaching, administrative, and support staff to attain excellence in student performance.**

1. **Students are eligible to request classroom observations in HEB ISD if:**
   - Currently enrolled in a teacher degree program at a four-year college or university.
   OR
   - Currently seeking certification in a critical shortage area (Secondary Math, Secondary Science, Special Education, and Bilingual Education) through an Alternative Certification Program.

2. **Eligible students will:**
   - Visit the HEB ISD website at [www.hebisd.edu](http://www.hebisd.edu).
   - Go to “Careers” tab and select “Apply for a Job.”
   - Click on “Go to the HEB ISD online application system...”.
   - Follow the “Instructions for External Applicants” to complete your Student Teacher application.
   - Submit required documents to Human Resources at HR@hebisd.edu confirming your application has been completed.
     - Required Documents:
       - College or University – Course Syllabus
       - Alternative Certification Program – Letter of Acceptance

3. **Scheduling of classroom observations:**
   - Classroom observations will not be permitted during the first two weeks of each semester/trimester.
   - Classroom observations will only be approved during the months of September, October, and November (during the first semester) and January, February, and April (during the second semester).
   - **All requests for classroom observations are subject to space and availability. AT ANY POINT DURING THE SCHOOL YEAR, WE MAY DECLINE CLASSROOM OBSERVATIONS BASED ON AVAILABILITY AND DISTRICT ASSESSMENT CALENDAR.**

4. **Human Resources Department will:**
   - **Contact the approved student for classroom observations,** once the criminal history check has been completed and observations have been approved, to provide the observer with the name of the campus on which he/she will be completing observations and the campus contact person’s name and phone number/email address.
     - Observer is responsible for communicating with the designated campus contact in a timely manner to schedule his/her observations.
     AND
     - Observer is responsible for letting the designated campus contact know of any necessary scheduling changes.
     - **Failure to do so may result in dismissal from Campus/District classrooms.**