**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.

➢ Students are eligible to request classroom observations in HEB ISD **IF:**

   o Currently enrolled in a teacher degree program at a four-year college or university. **OR**
   o Currently seeking certification in a critical shortage area (i.e. Secondary Math/Science, Special Education, Bilingual Education) through an Alternative Certification Program.

➢ Eligible students must complete the following:

   1. Visit the HEB ISD website at [www.hebisd.edu](http://www.hebisd.edu).
   2. Go to “Careers” tab and select “Apply for a Job.”
   3. Click on “Go to the HEB ISD online application system...”.
   4. Follow the “Instructions for External Applicants”
   5. Select applicant type “Student teacher/Classroom observer”
   6. Submit required documents (see below) to Human Resources at [FieldPlacements@hebisd.edu](mailto:FieldPlacements@hebisd.edu) confirming your application has been completed.

      o College or University – Course Syllabus showing required hours
      o Alternative Certification Program – Letter of Acceptance w/ hours required

➢ Scheduling of classroom observations:

   o Observations will NOT be permitted for the first three weeks of each semester/trimester.
   o Classroom observations will only be approved during the months of **September, October, and November** (Fall); and **January, February, and April** (Spring).
   o **All requests for classroom observations are subject to space and availability.** AT ANY POINT, WE MAY DECLINE CLASSROOM OBSERVATIONS BASED ON AVAILABILITY AND DISTRICT ASSESSMENT CALENDAR.

➢ Human Resources Department will:

   o **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.**