



GREAT FALLS PUBLIC SCHOOLS STUDENT TEACHING PROCESS



The District is pleased to cooperate with colleges and universities in providing a high quality experience for their students. GFPS believes that preparatory experiences are extremely important in the “real world” development of future teachers. Further, the District believes that it has an obligation to provide a first class experience for the next generation of educators. With these beliefs as the foundation, the following steps/procedures have been developed so the District can provide the best developmental experience available:

REQUESTS FOR PLACEMENT: All requests for Student Teaching **MUST** be submitted to the GFPS Executive Directors Office by completing this Pre-Service/Practicum/Fieldwork & Student Teaching Application. Current applications and information are on the GFPS website at gfps.k12.mt.us under the Human Resources Department. Completed applications should be submitted to the referenced contact person on the bottom of the form; include a current resume, letter of interest, and unofficial transcripts, a requirement for all student teaching applicants. Students and college/university personnel should not contact teachers or principals directly for placement.

PLACEMENT INFORMATION:

FOR THE STUDENT TEACHER:

- Step 1:** Receive your assignment from your university instructor. Make sure you are clear regarding the number of hours, the configuration of the placement, etc. Be sure to include a current resume, letter of interest and unofficial transcripts when you submit your completed application, as we treat student teaching applications as potential job applicants.
- Step 2:** Submit the completed application and required documents at least three (3) weeks prior to the start of your assignment to the GFPS Executive Directors office. The email/physical addresses are on the form.
- Step 3:** Be sure to have your application signed/authorized by either your instructor or the person at your university who has the authority to do so, also include their contact information, as we will verify your assignment, as it is mandatory for you to receive an assignment before we do any placements in our district.
- Step 4:** Once we have received all the required documents and a placement has been made, you will be emailed by the Executive Directors Office with your cooperating school and their contact information.
- Step 5:** As soon as possible after receiving the information from the Executive Directors Office, call your placement contact(s) to set up a time to meet and arrange a schedule.
- Step 6:** Go to the HR Office at 1100 4th St. S. to have a name badge made and to complete substitute paperwork, in order to sub for your Cooperating Teacher, as needed. The name badge is to be worn whenever at a GFPS school. You can call 406-268-6010 to verify hours of operation.
- Step 7:** Follow through with all scheduled times and assignments at your placement school(s).

FOR THE DISTRICT:

- Step 1:** Once all the application documents are received, the Executive Directors Office will determine the school the Student Teacher will be placed at, as per internal procedures as quickly as possible; noting that school breaks, as well as emergency incidents may inhibit the timely placement process.
- Step 2:** The Executive Directors Office will send a copy of all of the application documents to the Building Principal. If it is a placement other than a regular education classroom, the Executive Directors Office will forward it to the proper administrator for placement.
- Step 3:** The Building Principal or other administrator will assign the Student Teacher to a master/mentor or cooperating teacher(s), keeping in mind the following:

- A varied but accurate experience for the Student Teacher. For example, if the student has done primary observations, then an intermediate placement would be appropriate, as long as it coordinates with the degree the student teacher is working towards and the requirements stated by their college/university.
- The classroom that is the most conducive to quality time based on the schedule of the college student.
- Cooperating teachers who:
 - Expressed interest to the principal their desire in having a student teacher in their classroom.
 - Are not anticipating an extended leave of absence for any reason.
 - Have the ability to demonstrate a wide variety of teaching methods, techniques, materials and professional behaviors at a mentor quality level.
 - Have the ability to effectively communicate knowledge and experience and to offer on-going feedback and constructive criticism.
 - Regards the mentoring of future teachers as a positive professional experience.

Step 4: The Building Principal or other administrator will communicate the final placement to the Executive Directors Office as quickly as possible.

Step 5: The Executive Directors Office will contact the Student Teacher and placement advisor to communicate placement details. The Student Teacher should then contact their placement school.

Step 6: The Building Principal or other administrator will meet with the Student Teacher to develop the schedule, to establish sign-in and sign-out procedures and to set forth the District's expectations.

Step 7: The Building Principal or other administrator will require the Student Teacher to sign in and out and will make contact with the Student Teacher and/or Professor/Advisor if there are attendance or performance issues.

EXPECTATIONS:

...OF THE COOPERATING MASTER/MENTOR TEACHER:

- The Cooperating Teacher will welcome the Student Teacher into their room and model a wide variety of teaching methods, techniques, materials and professional behaviors for the Student.
- The Cooperating Teacher will reinforce the District and college/university expectations for the Student Teacher and will work collaboratively with the college/university.
- The Cooperating Teacher will monitor the Student Teacher's attendance, aptitude and attitude throughout the student teaching experience.
- The Cooperating Teacher will sign documents required by the college/university to include compacts, timesheets, etc.
- The Cooperating Teacher will need to submit any absence in frontline and note that your Student Teacher will be your substitute teacher (up to 5x a Semester, or per college/university allowance)
- The Cooperating Teacher will provide honest and accurate feedback to the Student Teacher
- The Cooperating Teacher will candidly complete the evaluation requirements of the college/university.
- The Cooperating Teacher will work with the college/university to determine when the Student Teacher is ready to be teaching students on their own.
- The Cooperating Teacher will communicate early and often with the Building Principal should issues arise.

...OF THE STUDENT TEACHER:

- Student Teachers will not use cell phones for calling, texting, searching or other applications during scheduled observing times. Cell phones will not be accessed during teaching times, unless part of the lesson and approved by the Cooperating Teacher.
- Student Teachers shall maintain a well-groomed, modest, clean, neat and business-like appearance, although they are encouraged to support school spirit and dress appropriately during special school events, such as Homecoming or school spirit dress-up days.
- Student Teachers keep information confidential that has been obtained in the course of student teaching, unless disclosure serves a compelling purpose in the best interest of students, or is required by law.
- Student Teachers are expected to follow the schedule as determined jointly with the principal and to communicate by calling the teacher and principal if they are unable to adhere to the schedule.
- Student Teachers are expected to sign in and out with honesty.
- Student Teachers shall respect the roles, responsibilities and rights of students, parents/guardians, staff and administrators.
- Student Teachers shall maintain appropriate educator-student relationship boundaries in all respects including speech, print and digital communications.
- Student Teachers shall adhere to all safety and emergency (evacuation, lockdown, etc.) protocols.
- Student Teachers are expected to ask questions and to be curious about effective teaching strategies, as well as be open to constructive criticism from their Cooperating Teacher.

...OF THE COLLEGE/UNIVERSITY:

- Responsible for providing an overview for the Student Teacher, Cooperating Teacher and/or Principal of the Student Teaching requirements of the college/university.
- Responsible for monitoring the progress of the Student Teacher through communication with the Cooperating Teacher.
- Responsible for submitting all Student Teaching Application Packet documents in a timely manner, preferably a minimum of 3-weeks prior to requested start day to the Executive Directors office designated liaison. Requirements are listed on Application on GFPS website, as well as contact information for the Executive Directors office designated liaison.
- The designated GFPS student placement liaison can be reached by phone at 406-268-6008, or their email and mailing addresses are located on the bottom of the application form.