



We are excited that you have chosen NCISD to complete your student teaching! Below you will find steps, guidelines and tips that we hope will assist you along the way. As NCISD now offers paid placement for selected student teachers, it is imperative that all candidates complete the process outlined below. Please keep in mind that these procedures are specifically for candidates that are in their **final semester of student teaching**. **These procedures also apply to those candidates that are entering a Year Long Residency Program.**

- **Step 1:** [Complete the Student Teacher Application](#)
- **Step 2:** Interview - Upon completion of your application, you will be contacted by the NCISD Human Resources Department to schedule an interview with Trina Persson, Director of Recruitment and Retention. Those selected will be recommended for hire (as a paid student teacher - \$100 per day - you will be an NCISD Employee).
- **Step 3:** Once a recommendation for hire has been submitted by the HR Department, you will be contacted by Taylor Somers, HR Coordinator (tsomers@newcaneyisd.org). Student Teachers must be fingerprinted before beginning work with students. The information needed to obtain your *Fast Pass* for fingerprinting and your fingerprinting code (this is a code that serves as a voucher so that you are not charged for your fingerprinting - NCISD is taking care of the cost for you) is obtained once you have completed the application, interview and a recommendation for hire has been made on your behalf. The pass and code is needed to complete the fingerprinting process at a location of your choice. *If you have been fingerprinted through a different school district or daycare, please let Mrs. Somers know so that she may check the status of your prints.*
- **Step 4:** Complete all *New Hire Digital Forms*.
- **Step 5:** Upon completion of Steps 1-4, you will receive an email from Melissa Ojeda (mojeda@newcaneyisd.org) regarding your new hire information, employee ID and instructions on submitting your ID badge photo.
- Additional Information: Completing the process detailed in this document will assist us as we work to place you with a supervising teacher. In most cases, your university or teacher prep program will notify you of placement. However, if you are tasked with finding your own placement, I will email you directly. **Please do**



not seek placement by contacting campuses/teachers on an individual basis.

If you have any questions along the way, please contact Trina Persson, Director of Recruitment and Retention at tpersson@newcaneyisd.org. We look forward to meeting you!