



## HUMAN RESOURCES

### Guidelines for Student Teacher Applicants

Please follow the guidelines below to apply for a student teacher placement in the Mat-Su Borough School District (MSBSD).

#### Application Deadlines

Student teacher/intern experiences starting in the spring semester are due by October 15<sup>th</sup>.  
Student teacher/intern experiences starting in the fall semester are due by April 1<sup>st</sup>.

#### University Requirements

Ensure you have met all of your university requirements before applying for a student teacher placement with MSBSD.

#### Online Application Preparation

Required documents: resume, letter of introduction and a lesson plan

**Resume:** include all of your relevant experience and education

**Letter of introduction:** include the following: a brief introductory paragraph, information about your educational background, hometown, interests, a description of your teaching aspirations, areas of strength and areas in which you would especially like more experience, dates of your desired student teaching, grade levels and/or subject areas (secondary) for your placement, and contact information

**Lesson plan:** include an explanation of how this lesson was successful when you taught it

#### Completing the Online Application

The approval process begins with the submission of your online application. It takes about 20 minutes to complete the application. You can continue/modify your application at any time.

1. Go to <https://www.matsuk12.us/jobs>
2. Select the **Apply & View Postings** button
3. Under **External Applicants:** click link “*Start an application for employment*”
4. In the application, go to step - Applicant Pools
5. Scroll to the bottom and select **Student Teacher** (*enrolled in Ed prep program*)
6. Complete the rest of the application

## Student Teacher Authorization from the Alaska Department of Education & Early Development (DEED)

You must hold a Student Teacher Authorization or an Initial Teaching Certificate in order to student teach in MSBSD. Please go to <https://education.alaska.gov/TeacherCertification> for more information.

### Helpful Tips

On Step 4: "Vacancy Desired" **Skip this page** by clicking the "Next Page" button.

On Step 5: "Applicant Pools" **Click the box at the bottom of the page that says "Student Teacher"**. That action will load the rest of the student teacher/intern application for you to complete. *It is highly recommended to apply as a substitute teacher at the same time you are student teaching. If your University allows for it, you could sub for your host teacher when s/he is absent.*

There is a supplemental materials step: Upload your letter of introduction and lesson plan together. Be sure to upload your resume as well. You are not required to upload university transcripts, portfolio, or letters of recommendation because your university endorsement will be requested from them directly by MSBSD.

When your application is complete, click **"Finish and Submit"**. You will receive a confirmation email from AppliTrack to confirm your submission.

### Common Mistakes

Not including correct email addresses for your University Coordinator

Non-university students applying for a placement

Not allowing enough lead time when applying to DEED. You must hold a Student Teacher Authorization or an Initial Teaching Certificate in order to student teach.

Please do not contact schools, principals, or teachers about student teaching placements on your own.

### Next Steps

Once you have submitted all necessary documents to DEED for your Student Teaching Authorization, please notify the Recruiting & Hiring Coordinator at [Bethany.Lyons@matsuk12.us](mailto:Bethany.Lyons@matsuk12.us) or 907.746.9242. She will verify that your file at DEED is complete. MSBSD will begin the placement process once DEED has received the required documents.

The Recruiting & Hiring Coordinator will coordinate efforts between your university and the district to approve your application. Your application will then be forwarded to the Student Teacher Placement Coordinator in the Office of Instruction. The coordinator will then determine a specific student teaching placement for you.

