

Aspiring Educators/Pre-service Teacher Placement Process

Teaching Interns and Student Teacher Placements for credit

1. All requests for this level placement MUST come from the college or university's Office of Field Experiences (or equivalent) DIRECTLY to Assistant Superintendent's Office. *Students should NOT have direct contact with teachers. Any teachers approached for a placement should refer the student to the proper channels.*
2. Assistant Superintendent or administrative assistant will contact school Principal directly to ascertain
 - List of BEST/TEAM trained individuals and current teaching assignment
 - Number of student teachers or other students already participating in experiences at the school
 - Appropriate match of skills and experience of cooperating teacher
 - Potential of level of disruption of class routine
 - Frequency of hosting teachers in training: cooperating teachers may not host a student teacher experience(s) totally more than 12 weeks over the course of a school year
 - Special needs of the class or individual students
3. Principal shall make a recommendation to the Assistant Superintendent for placement.
4. Assistant Superintendent's Office will notify sending institution of decision to decline or accept placement. If placement is accepted, student teacher will be required to meet with cooperating teacher and principal in advance of the start date to discuss objectives and college requirements for the field experience.

Practicums or short term observation experiences

1. Students may be directed to contact school Principal to request permission to visit school. *Students should NOT have direct contact with teachers. Any teachers approached for a placement should refer the student to the proper channels.*
2. Principal's office must notify Assistant Superintendent's Office of
 - a. Name of pre-service teacher being hosted at the school site and sending college/university
 - b. nature of the experience: practicum, observe class(es)
 - c. duration of experience
 - d. name of cooperating teacher
3. Pre-service teacher must schedule an appointment in advance of the experience to share course syllabus and objectives for the visit(s) with the Principal and cooperating teacher.
4. Principals may decline a placement or visit if school site is at capacity for hosting pre-service teachers or if placement may result in an unacceptable disruption to school routine.