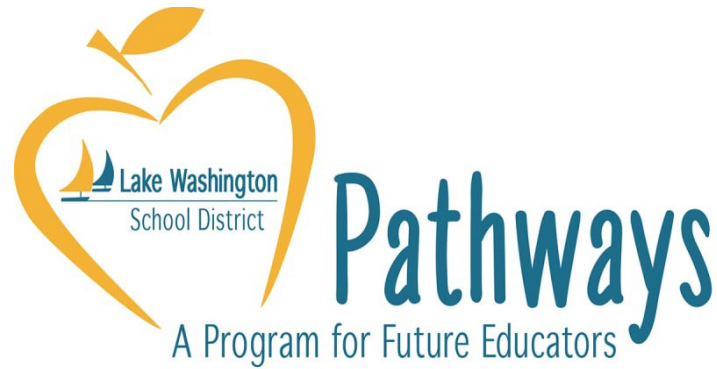


# LWSD Student Teacher Placement Roles & Responsibilities



**The Lake Washington School District is committed to supporting the future of the teaching profession by hosting and mentoring student teachers in our schools.** We believe this support is a critically important step in providing quality education for students, as well as, building a strong workplace. We strive to maintain a consistent, district-wide process for the placement of student teachers and to ensure that all schools in our district have equal access and obligation to student teachers. Here is a look at the roles and responsibilities of each stakeholder in the student teacher program.

## **University Role**

- Initiate placement of the student teaching candidate by completing the LWSD Placement Request form.
- If requested, attend a preplacement meeting with the student teaching candidate, mentor teacher and building principal.
- Confirm placement on behalf of the university.
- Via the University Field Supervisor, mediate any issues related to conflict, reassignment or termination of student teaching placements.
- Track and update affiliation agreements and MOUs, making sure one is in place before a student teaching candidate is placed in the district.

## **Human Resources Student Teaching Program Coordinator Role**

- Track and ensure that affiliation agreements are current and on file.
- Receive and track initial placement requests from universities.
- Work with university placement coordinators, approved LWSD mentor teachers and building administrators to connect student teaching candidates with potential mentors.

- Send inquiry emails to potential mentor teachers, including all available information about the student teaching candidate and placement.
- Send introductory emails to student teaching candidate, mentor teacher, principal and university coordinator to make the connections.
- Follow up with all parties after their initial meeting and determine if the placement will be confirmed.
- Send confirmation email with the Student Teaching Acceptance form link to the new student teacher.
- Confirm OSPI fingerprint background check has been completed and cleared. If not, facilitate fingerprint in LWSD HR with the front desk associate.
- Create the Student Teacher profile, notifying all concerned departments, prompting the generating of their LWSD email account.
- Share the LWSD Student Teaching Resource Handbook with the student and mentor teachers.
- Communicate with student teachers and mentor teachers throughout the placement to ensure access to district resources and answer questions.
- Send exit survey to student teachers and mentor teachers at the end of the placement.
- Maintain contact information for student teachers completing their placement.

### **Principal Role**

- Be present at the initial meeting between the mentor teacher and the student teaching candidate.
- Agree to at least one 60-minute observation and one 30-minute observation.
- May write the student teacher a letter of recommendation, reflecting on the quality and scope of the student teacher's experience once observations have been completed.
- May request mediation from the university placement coordinator and the LWSD HR Talent team for issues with a placement. They may also request to terminate a placement.

### **Mentor Teacher Role**

- Along with their building administrator, meet with the student teaching candidate to determine fit and compatibility ahead of confirming placement.
- In cooperation with the university field supervisor and student teacher, create an outline to map the progression of the internship.
- Guide the student teacher through their student teaching experience, following the process outlined by the supporting university and the Lake Washington School District.
- Share expertise related to instruction and assessment with student teacher.
- Meet with the university field supervisor during the internship to track progress, give feedback and address issues.
- Provide written and verbal feedback to the student teacher.
- Complete the LWSD Student Teaching Program exit survey at the end of the internship.

## Student Teacher Role

- Attend an introductory meeting with the potential mentor teacher and the building principal. In the meeting be prepared to discuss background, teaching style, philosophy and work ethic so that the group can determine fit and compatibility and whether to move forward with the placement.
- Once placement is confirmed, submit the LWSD confirmation form using the link sent by the Student Teaching Coordinator. Complete any other setup tasks as outlined by the coordinator.
- Adhere to Washington State's Code of Professional Conduct.
- Create and follow a student teaching schedule with the mentor teacher.
- Attend all required staff meetings, extracurricular events and IEP/guidance team meetings.
- Seek to develop meaningful, professional relationships within the school.
- Observe other teachers in the building to enhance student teaching learning experiences.
- Arrange at least one 60-minute observation by the building principal during the student teaching experience.
- Maintain proper professional disposition and behavior, including but not limited to being dependable, prompt, collaborative, responsible, proactive, and open to new learning.
- Complete the LWSD Student Teaching Program exit survey at the end of the internship.