Keller ISD welcomes Student Teachers, Observers and masters level (non-paid) Internship Candidates during the Fall and Spring Semesters. All Student Teachers, Observers and Interns will be processed through the KISD Human Resources Department and should not contact teachers or campus principals directly.

Human Resources

- Human Resources receives placement request for Student Teacher, Observer or any non-KISD Internship requests
- Student Teacher/Observer/Intern Placement Request sent to campus principal
    - For Fine Arts: Art, Band, Choir, Theatre, Speech & Debate/Counselors/Special Education: OT, PT, VI, Music Therapist and O&M Specialist, Diagnostician, LSSP, Speech Language Pathologist, Adaptive PE, Special Education Counselor
        - Placement request sent to Program Director/Coordinator
        - Program Director/Coordinator selects and communicates with cooperating teacher
        - Program Director/Coordinator sends placement recommendation to Director of Human Resources for Campus Principal for approval
- Campus principal selects/approves cooperating teacher with minimum of three years effective teaching experience
- Campus Principal sends cooperating teacher information to Director of Human Resources
- Director of Human Resources sends placement information to university/program
- Any concerns or issues with Student Teachers, Observers and Interns are reported to the Director of Human Resources
    - Director of Human Resources will communicate with the university/program regarding any concerns or issues

Student Teachers

- Student Teachers are eligible to apply for Student Teaching placements in KISD if:
    - Student Teacher candidates are entering the final semester of their teacher preparation program.
    - Applications must be submitted by:
        - ➢ Fall Semester placement deadline: May 1st
        - ➢ Spring Semester placement deadline: November 1st

  - Requests are processed according to the date received and placement(s) are limited.
- Eligible Student Teachers will need to:
  - Visit the Keller ISD website at www.kellerisd.net
  - Go to the District tab, then click on Career Opportunities
  - Click on Job Postings
  - Scroll down through job listings and select the *Student Teacher/Internship Candidates* posting
  - Apply for that position
  - Upload the Keller ISD Student Teaching/Internship/Observation Request Form (which must be signed by your supervisor)
  - Submit completed application
- The Human Resources Department will:
  - Process the application and perform the required background check
  - Contact the approved Student Teacher and provide the name of the campus placement, Cooperating Teacher and necessary information.
    - ➢ The Student Teacher is responsible for contacting the assigned Cooperating Teacher in a timely manner.
    - ➢ The Student Teacher may visit the assigned campus website to familiarize themselves with the location and other campus information.
    - ➢ The Student Teacher will need to obtain an ID badge from the KISD Security Office located in the Administration Building (350 Keller Parkway). The office is open for Student Teachers badges on Thursdays from 8:00-4:30.

Classroom Observations

- Student Observers are eligible to complete Classroom Observations in KISD if:
  - Currently enrolled in a teacher degree program at a four-year college/university in the semester directly prior to student teaching, or
  - Currently seeking certification in a critical shortage area (Math, Science, or Bilingual) through an Alternative Certification Program.
- Scheduling of Classroom Observations:

  - Classroom Observations request must be submitted by the last day of September for the Fall Semester and the last day of January for the Spring Semester.
  - Classroom Observations will not be permitted during the first two weeks of each semester.
  - Classroom Observations will only be approved for September, October and November (during the Fall Semester) and January, February, and April (during the Spring Semester). Keller ISD does not honor requests to observe during summer school.
- Eligible Students will need to:
  - Visit the Keller ISD website at www.kellerisd.net
  - Go to the District tab, then click on Career Opportunities
  - Click on Job Postings
  - Scroll down through job listings and select *Student Observation* posting
  - Apply for that position
  - Upload the Keller ISD Student Teaching/Internship/Observation Request Form (which must be signed by your supervisor) and a class syllabus
  - Submit completed application
- The Human Resources Department will:
  - Process the application and perform the required background check
  - Contact the approved Student Observer and provide them with the name of the campus placement and necessary information.
    - ➢ Student Observer is responsible for contacting the assigned contact person in a timely manner to schedule the Classroom Observations.
    - ➢ Student Observer must check in with the front office upon each campus visit to obtain a Visitor's Badge. An ID badge will not be provided by the District.
    - ➢ Student Observer is responsible for communicating any scheduling changes with the campus/contact person. Failure to do so may result in dismissal from campus/District classrooms.

Masters Level Internship Candidates (non-paid)

- Internship Candidates are eligible to apply for placements in KISD if:
  - Are currently enrolled in a masters level program

  - Applications must be submitted by:
    - ➢ Fall Semester placement deadline: May 1st
    - ➢ Spring Semester placement deadline: November 1st
  - Requests are processed according to the date received and placement(s) are limited.
- Internship Candidates will need to:
  - Visit the Keller ISD website at www.kellerisd.net
  - Go to the District tab, then click on Career Opportunities
  - Click on Job Postings
  - Scroll down through job listings and select the *Student Teacher/Internship Candidate* posting
  - Apply for that position
  - Upload the Keller ISD Student Teaching/Internship/Observation Request Form (which must be signed by your supervisor)
  - Submit completed application
- The Human Resources Department will:
  - Process the application and perform the required background check
  - Contact the approved Internship Candidate and provide the name of the campus placement, Cooperating Instructional Professional and necessary information.
    - ➢ The Internship Candidate is responsible for contacting the assigned Cooperating Instructional Professional in a timely manner.
    - ➢ The Internship Candidate may visit the assigned campus website to familiarize themselves with the location and other campus information.
    - ➢ The Internship Candidate will need to obtain an ID badge from the KISD Security Office located in the Administration Building (350 Keller Parkway). The office is open for Internship Candidates badges on Thursdays from 8:00-4:30.