

## **Student Teachers**

In advance of serving student teachers, practicum and September experience students, the district must have a signed, written agreement on file setting forth expectations for both parties clarifying potential liability issues for the district and the cooperating university/college.

The placement process is as follows:

1. The university/college department, responsible for student teacher, practicum or September experience student training and placement, contacts the superintendent to request placement of a candidate. At that time, the discussion centers on matters such as preferred level, subject area(s), duration of assignment, verification of background check and any special needs the prospective candidate may have in meeting licensure requirements;
2. The superintendent contacts the appropriate building principal to determine the degree of interest in having a student teacher placed at the requested grade level and/or subject area(s);
3. If the principal indicates an interest in having a student teacher placed in his/her building, the superintendent contacts the university/college to request that relevant placement materials be forwarded to the principal for review;
4. Following a favorable review\* of the records, the principal contacts the prospective teacher(s) to determine his/her level of interest in serving as a cooperating teacher;
5. The principal contacts the university/college to provide the name of the prospective cooperating teacher and any other pertinent information;
6. The university/college finalizes the placement by contacting the cooperating teacher directly;
7. The principal notifies the superintendent that the placement is effectuated.

\*Should the review be unfavorable, for any reason, the principal contacts the superintendent who reports back to the university/college supervisor.