
Student Teacher Placement Procedure (PER-W007)

Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Human Resources Department processes student teacher placements in the Milford Public School District.

The on-line version of this work instruction is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Associate Superintendent of Teaching and Learning
- 2.3 Director of Human Resources
- 2.4 Human Resources Specialist

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 Student Teacher: person still enrolled at university/college who needs on-job experience to complete graduation requirements.
- 4.2 Cooperating teacher: certified teacher who has completed student teacher training course.

5.0 PROCEDURE: -

- 5.1 The Human Resources Specialist sends out Student Teacher Request Form – PER-F010 for student teacher placements in March for fall placement, and October for spring placement to trained co-operating teachers.
 - 5.1.1 The co-operating teacher is asked to respond if they are interested in taking a student teacher for that following semester.
 - 5.1.2 A 30-day deadline is in place for the return of the form PER-F010.
- 5.2 Human Resources Department is in receipt of the response from the co-operating teacher.
 - 5.2.1 An excel spreadsheet is used to identify the interested teachers and the time period in which they are willing to have a student teacher placed with them.

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- 5.3 It is the responsibility of the student teacher to have the college or university they are attending notify the Milford Public Schools, Human Resources Department, of their interest in student teaching in Milford.
- 5.4 Human Resources Department is in receipt of a placement request from colleges and universities.
- 5.5 Human Resources is responsible for preliminary matching of student teachers to trained co-operating teachers interested in taking on a student teacher.
 - 5.5.1 Human Resources sends out a Preliminary Placement Form – PER-F011 to the principals of the school sites for approval where a preliminary placement has been made.
 - 5.5.2 Attached to the Preliminary Placement Form (PER-F011) is any information provided by the college or university on the student teacher.
 - 5.5.3 If the principal is interested in pursuing the placement, the principal will arrange an interview with the student teacher, the cooperating teacher and him or herself.
 - 5.5.4 Following the interview, the principal will contact Human Resources to let them know if the candidate is approved for placement.
 - 5.5.5 The college or university is contacted by phone to Human Resource assistant as to where the student teacher has been preliminarily placed.
 - 5.5.6 If there is a problem with the placement of a student teacher, Human Resources will attempt to make a new placement and/or notify the college or university that no placement can be made.
- 5.6 At the end of the semester prior to student teacher placement, Human Resources sends out to the cooperating teacher the Placement Confirmation Form – PER-F012
- 5.7 If Human Resources is in receipt of a recommendation letter or a letter of negative feedback, the letters are filed in the student teacher binder for that semester.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Teacher Request Form - PER-F010
- 6.2 Student Teacher Preliminary Placement Form – PER-F011
- 6.3 Student Teacher Placement Confirmation Form – PER-F012
- 6.4 Cooperating Teacher availability listing-excel sheet
- 6.5 Placement letter request from school

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PER-F010	Human	5 years	shred	Locked Office
PER-F011	Resources			
PER-F012	Binder			
Placement Request Letter	Human Resources Binder	5 years	Shred	Locked Office
Excel Sheet	Electronic	n/a	n/a	electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
11/15/2005	B	Add staff to 2.0; add definitions to 4.0; add/delete language in 5.0; add associated documents to 6.0; add/adjust language to 7.0
09/9/2011	C	Added new sub-sections 5.5.3 and 5.5.4

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