

## PSD Student Teacher Placement Process Spring Semester 2019

9/18- HR requests schools to indicate their interest/capacity for accepting student teachers.

9/17/18 to 11/09/18 - Student teachers complete a student teacher application in Recruit & Hire.



9/18 to 11/18– Buildings are reviewing applications and interviewing potential student teachers. Buildings are communicating with HR on tentative placements.



11/15/18 –Student teacher placements from colleges/universities are being confirmed by HR with PSD schools. 11/1/18 to 12/15/18- HR runs background checks and works with IT to secure email accounts and limited Synergy access for student teachers for Spring 2019 placements. HR verifies all student teacher paperwork including student teaching agreements and signed confidentiality agreements are completed.



1/19 – Student teachers begin their student teaching assignments.



4/19 – HR hosts a student teacher wrap-up meeting covering the following:

- PSD's application process
  - Licensure
- Resume/cover letters/interviewing
  - Substituting in PSD