

Process for Requesting Classroom Observation Placement *Revised 3.7.16*

Hurst-Eules-Bedford I.S.D.

Office of Human Resources

District Goal 2: The district will recruit, employ and retain a quality teaching, administrative, and support staff to attain excellence in student performance.

1. Students are eligible to request classroom observations in HEB ISD if:

- Currently enrolled in a teacher degree program at a four-year college or university.
- OR**
- Currently seeking certification in a critical shortage area (Secondary Math, Secondary Science, Special Education, and Bilingual Education) through an Alternative Certification Program.

2. Eligible students will:

- Visit the HEB ISD website at www.hebisd.edu.
- Go to “Careers” tab and select “Human Resources.”
- Go to HR Documents on left navigation menu.
- Download “Process for Requesting Classroom Observations” and “HR Classroom Observer Data Record” from **Classroom Observation Requests** category.
- Complete “HR Classroom Observer Data Record” and obtain copy of class syllabus showing required classroom observations (or an acceptance letter into Alternative Certification Program).
- Submit required documents to HEB ISD Office of Human Resources in person, by email (HR@hebisd.edu) or via fax (817-354-3557).

3. Scheduling of classroom observations:

- Classroom observations will not be permitted during the first two weeks of each semester/trimester.
- Classroom observations will **only** be approved during the months of **September, October, and November** (during the first semester) **and January, February, and April** (during the second semester).
- **All requests for classroom observations are subject to space and availability. AT ANY POINT DURING THE SCHOOL YEAR, WE MAY DECLINE CLASSROOM OBSERVATIONS BASED ON AVAILABILITY AND DISTRICT ASSESSMENT CALENDAR.**

4. Human Resources Department will:

- **Contact the approved student for classroom observations**, once the criminal history check has been completed and observations have been approved, to provide the observer with the name of the campus on which he/she will be completing observations and the campus contact person’s name and phone number/email address.
 - Observer is responsible for communicating with the designated campus contact in a timely manner to schedule his/her observations.
- AND**
- Observer is responsible for letting the designated campus contact know of any necessary scheduling changes.
- **Failure to do so may result in dismissal from Campus/District classrooms.**