

Process for Requesting Student Teacher 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 apply for a student teaching placement 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, or Bilingual Generalist, or Special Education) through an Alternative Certification Program.

2. Eligible student 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 Student Teaching Placement" and "HR Student Teacher Data Record" from **Student Teaching** category.
- Complete "HR Student Teacher Data Record" (PDF document which may be completed on desktop and submitted electronically).
- Submit required documents to HEB ISD Office of Human Resources by email (HR@hebisd.edu) or via fax (817-354-3557).

3. University will:

- Submits a request to HR@hebisd.edu including the following:
 - Certification being sought
 - Grade Level(s)/Subject Area(s) requested
 - Dates of requested placement
 - University requirements for student teaching
 - Contact information (phone number and email address) for University Liaison

4. Scheduling of Student Teacher Placements:

- Student teaching placements will be made during May/June for fall semester placements and November/December for spring semester placements.
- Placement requests later than one month prior to the start of a requested placement may not be accepted.
- **All requests for student teaching placements are subject to space and availability.**

5. Human Resources Department will:

- **Contact the approved student and University or ACP** by email, after the criminal history check has been completed and the placement has been approved. Email will provide the student teacher and University with the campus placement(s), name and email address of mentor teacher(s), and dates of placement(s), District map, District calendar, and invitation to Annual Student Teacher Orientation.
 - Student is encouraged to communicate with mentor teacher(s) in a timely manner in order to establish an effective working relationship.
- AND**
- Student is responsible for notifying Human Resources Coordinator of attendance at required Annual Student Teacher Orientation.