



SECTION: EMPLOYEES

POLICY: 307

**TITLE: STUDENT
TEACHERS/INTERNS**

ORIGINAL: October 27, 2008

CURRENT REVISION: December 13,
2021

**LAST REVIEWED BY THE
ADMINISTRATION:**

ADMINISTRATIVE GUIDELINES

- A. The Director of Human Resources shall be responsible for coordinating student teaching programs.
 - a. Ensure that contracts are in force with cooperating institutions.
 - b. Represent the District Superintendent in professional deliberations on student teaching.
 - c. Obtain proof that student teachers are free from tuberculosis.
 - d. Obtain proof of Act 34, Act 114 and Act 151 Clearances.
- B. Role of Principal
 - a. The principal, in conjunction with the Director of Human Resources and curriculum department, where appropriate, shall select cooperating teachers from a qualified pool of volunteers each semester. The selection and assignment shall be based on:
 - i. A permanent certificate to teach and at least one-year teaching experience in this District.
 - ii. A sound approach to planning and organizing for instruction.
 - iii. A genuine interest in the students assigned to his/her classes.
 - iv. Consideration of whether the cooperating teacher has already been assigned a student teacher/intern in a given year.
 - b. The principal shall have the opportunity to accept or reject student teachers/interns.
 - c. The principal or his/her designee shall conduct orientation programs for student teachers. The program should include District philosophy, curriculum policies and regulations, tour of the facilities, and a brief overview of the community.
 - d. The principal may observe the student teacher.
 - e. The principal shall support the cooperating teacher in working closely with the college supervisor in improving the learning experiences of the student teacher.
 - f. Principals, in conjunction with faculty, will determine the number of student teachers/interns assigned to a building, grade level, and subject area during any given school year.
- C. Role of Cooperating Teachers
 - a. Selected from a qualified pool of volunteers.
 - b. Guide the student teacher/intern in observation and analysis of instruction.

- c. Plan for the gradual involvement of the student teacher/intern into the teaching experience based upon the cooperating teacher's assessment.
 - d. Observe and evaluate the teaching of the student teacher.
 - e. Arrange systematic feedback to student teacher via conferences.
 - f. Communicate assessment of progress to the student teacher, college supervisor, and school administrator.
 - g. Encourage the use of a variety of teaching techniques.
 - h. Assist the student teacher in self-evaluation.
 - i. Except to comply with the requirements of the institution making the placement, cooperating teachers are to be present in the classroom for part of each period the student teacher is teaching. Final responsibility of all classroom situations rests with the cooperating teacher.
- D. Role of College Supervisor – The Supervisor of Student Teaching shall have the following specific functions:
- a. Become familiar with the District's policies and administrative guidelines regarding student teachers.
 - b. Provide copies of the college handbook for student teachers to all cooperating teachers and their administrators.
 - c. Develop and maintain a working relationship between cooperating teachers, school administrators, and student teachers.
 - d. Have the responsibility for coordinating all phases of the student teaching experience.
 - e. Work with the cooperating teachers in the planning, observations, and evaluations of student teachers.
 - f. Observe the teaching of student teachers and give guidance to make their teaching more effective and efficient.
 - g. Keep all appropriate District personnel abreast of changes affecting the student teaching program and individual student teachers/interns.
- E. Role of Student Teachers/Interns – Student teachers/intern is expected to:
- a. Dress appropriately.
 - b. Appear for an interview with the principal and cooperating teacher prior to beginning assignment.
 - c. Observe the school district calendar and regulations.
 - d. Participate widely in school activities.
 - e. Plan cooperatively and extensively with the professional staff and parents.
 - f. Observe different teaching methods and organization for instruction.
 - g. Develop and maintain ethical standards expected of the profession.
 - h. Plan all work, securing approval of the cooperating teacher and college supervisor prior to teaching a class.
 - i. Notify the cooperating teacher and principal in the case of absence.
 - j. Present evidence of having no active tuberculosis.
 - k. Obtain proof of Act 34, Act 114 and Act 151 Clearances.