Student Teachers

The district must have agreements with all colleges/universities requesting to place student teachers in Tacoma schools. The procedures for developing and implementing a student teacher agreement are as follows:

A. The college/university representative shall present a student teacher agreement to the administrator in charge of the Professional Development office for review and approval. Upon the director’s approval he/she shall forward the agreement to the finance office for further review and approval by the superintendent or deputy superintendent.

B. The administrator in charge of the Professional Development office shall coordinate the institution’s request for placement with principals to determine if placements are possible in the subject areas requested.

C. The college supervisor shall be notified of placements that can be accepted during the quarter/semester.

D. Assignment shall be made with the approval of the cooperating staff member and the principal.

E. A student teacher shall be assigned to a teacher with no less than three years of teaching experience.

F. A supervising teacher shall not be assigned more than one student teacher per school year.

G. The supervising teacher shall be responsible for the class and should not delegate responsibilities until the student teacher has displayed the proficiency to accept them.

H. A student teacher should assume the same conditions of employment as a regular teacher.

Job Shadowing/Observation

Colleges/universities which request to place students in schools for the purpose of observation or job shadowing outside student teaching assignments, may contact a principal directly to receive permission for such placements.

**Step I**

College/university placement officer contacts principal to inquire about convenience of a student observation placement.

**Step II**

College/university placement officer notifies Professional Development Office of these placements, indicating student’s name, building name and duration of placement.

**NOTE:** Placements are not made by student or college/university personnel contacting a teacher unless contact has been made with the principal.
Student Teaching

Step I    Teacher completes annual “Request for Student Teacher Form” indicating willingness to have a student teacher. Form is submitted to principal.

Step II   Principal signs “Request for Student Teacher Form” indicating agreement to have student teacher placement with each teacher request. Signed requests are sent to Professional Development Office.

Step III  Professional Development Office meets with college/university placement officers and matches students to available teachers. Principal may indicate a building maximum of placements to the Professional Development Office.

Step IV   Teacher and principal are notified of placement.

Step V    If the placement is found to be unsatisfactory for any reason, contact is made with the Professional Development Office to discuss the concern or to request a change in assignment by either the principal or the college/university.

NOTE:    At no time should the student or the college/university contact the teacher directly to secure a student teacher placement.

Approved 2/26/02