



DEARBORN PUBLIC SCHOOLS STUDENT TEACHER PLACEMENT EXPECTATIONS AND GUIDELINES

2015



	Beginning of Semester	Middle of Semester	End of Semester
University	<p>Sends a list of student teachers to HR</p> <p>Ensures that student teachers have proper paperwork prior to sending the list to HR.</p> <p>Requires supervisors to contact school principals for an introduction</p>	<p>Professors complete their periodic evaluations for their students</p> <p>Supervisors to check in and converse with principals periodically (unofficial meetings) for input regarding student teachers' overall performance</p>	<p>Highly Recommended: Asks assigned supervisors to seek principals' input regarding the overall performance of the student teacher</p>
Human Resources Department	<p>Contacts university contact person to inform them about assignments</p> <p>Shares the list of student teachers with school principals</p> <p>Sends student teachers' profiles and forms to school principals upon assignment</p> <p>Tracks where and with whom student teachers are assigned</p> <p>Tracks principals interested in student teachers</p> <p>Tracks assigned cooperating teachers to avoid consecutive student teacher placements with them</p>	<p>Supports principals in the case of any unexpected issues with student teachers</p>	<p>Sends out survey for principals, student teachers, and cooperating teachers beginning of the last week of the semester</p> <p>Shares survey answers spreadsheet with school principals for future reference regarding possible hiring for student teachers and possible future student teacher placement for cooperating teachers</p> <p>Conducts meetings with student teachers interested in employment</p>
Principal	<p>Receives notice from HR with the names of available student teachers</p> <p>Contacts ONLY effective and highly effective teachers in their building to offer a student teacher placement</p> <p>Contacts ONLY effective and highly effective teachers who did not have a student teacher the past semester</p> <p>Contacts HR with the names of chosen student teachers and their cooperating teachers and requests student teacher's profile</p> <p>Asks cooperating teacher to sign the student teacher form</p> <p>Signs the student teacher form and sends to HR</p> <p>Holds an orientation meeting with student teacher and cooperating teacher as soon as possible to go over building expectations and responsibilities</p>	<p>Highly Recommended: Observes (unofficially) the student teacher's performance</p> <p>Seeks input from cooperating teacher about the performance of the student teacher</p> <p>Communicates with student teacher's supervisor about the student teacher's performance</p> <p>Ensures all guidelines are followed throughout the semester</p> <p>Encourages student teacher to register with PESG and Applicant Center early on in the semester</p>	<p>Highly Recommended: Communicates with student teacher supervisor to provide input about the overall performance of the student teacher</p> <p>Completes an evaluation survey regarding <i>student teacher's</i> performance and recommendations for future hiring and about <i>cooperating teacher's</i> performance and recommendations for future student teacher placement with teacher (one survey).</p>



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	Beginning of Semester	Middle of Semester	End of Semester
Cooperating Teacher	<p>Signs the student teacher form</p> <p>Contacts (phone/video call) student teacher to discuss assignment</p> <p>Communicates Classroom Management plan, School Improvement Plan, school crisis plan, and school initiatives with the student teacher at an appropriate pace</p> <p>Explains and models School Intervention Plans</p> <p>Communicates and models school expectations (office, lunch, hallway, and other procedures)</p> <p>Encourages student teacher to register for PESG</p> <p>Throughout the semester, cooperating teacher must follow university and district policies and guidelines</p> <p>Throughout the semester, cooperating Teachers should <u>not</u> leave the class per State Certification rules.</p>	<p>Communicates regularly with the student teacher specifically about the purpose of the practices/activities</p> <p>Provides student teacher with ample opportunities to observe teacher modeling</p> <p>Remains in the classroom and conducts small or individual student intervention/remediation when student teacher is teaching</p> <p>Intervenes when necessary, to ensure quality instruction for Dearborn Students</p> <p>Stays engaged with the lesson and does not leave the student teacher alone</p> <p>Communicates strengths and areas of concerns with student teacher’s supervisor and principal throughout the semester</p> <p>Allows student teacher to teach lessons/subjects only when they are capable of delivering instruction effectively and not before they are expected to pick up that subject</p>	<p>Encourages student teacher to fill out an application at Applicant Center</p> <p>Completes an evaluation survey regarding the student teacher’s performance and recommendations for future hiring</p>
Student Teacher	<p>Receives a phone/video call from cooperating teacher regarding assignment</p> <p>Completes all paperwork with University prior to starting the assignment</p> <p>Is cognizant of School Management plan, School Improvement Plan, and all school initiatives</p> <p>Is consistent with school expectations (office, lunch, hallway, and other procedures)</p> <p>Throughout the semester, student teacher must follow university and district procedures regarding student teaching guidelines</p>	<p>Remains in the classroom and conducts small or individual student intervention/remediation as directed by the classroom teacher</p> <p>Attends building PDs (staff meetings, late starts, etc.) including August PD prior to September semester</p> <p>Reports absences to the school secretary and to cooperating teacher</p> <p>Dresses professionally in alignment with district policies</p> <p>Communicates any concerns or parents’ concerns to the teacher</p> <p>Communicates regularly with the classroom teacher about the purpose of the practices/activities</p>	<p>Completes an evaluation survey regarding the experience as a student teacher at Dearborn Public Schools and indicates if interested in employment at Dearborn Public Schools</p> <p><i>Student teachers interested in employment can request a meeting with HR personnel for additional information</i></p>

****Cooperating Teachers should not leave the class per State Certification rules.**

****Cooperating Teachers should not have student teachers for two consecutive semesters.**

****Student teachers are not allowed to contact teachers or principals directly regarding placement. Final decision is made by HR and the university.**