



Student Teacher Placement Process Guidance for Universities

Summary

This guidance document is intended for universities who are requesting Student Teacher, Resident and Intern Placements. More information can also be found on the [Student Teacher Program page on our website](#).

Partnering with Jeffco Public Schools offers opportunities for student teachers, residents and intern placements to experience diverse learning-centered environments. Jeffco mentors program participants in instructional practices that provide quality education. The outcome is that student teachers are well-prepared for their career in education.

Process Steps

- 1) In order for Jeffco Public Schools to place student teachers, a current Affiliation Agreement must be established.

Please reach out to [Katherine Bowles](#) and [Brian Schmith](#), Talent Acquisition Managers, for more information. Please do not contact Jeffco schools/principals directly.

- 2) After an Affiliation Agreement has been established, the student teacher candidate, or the university on their behalf, will submit the [Student Teacher/Resident/Intern Placement Request Form](#) to request placement.

Deadlines:

Spring Placement Requests Due by November 1st and will be placed by December 15.

Fall Placement Requests Due by April 1st and will be placed by May 15.

***Ongoing/rolling placements will be reviewed and considered.**



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- 3) HR Talent Acquisition reviews the information submitted by the university **and/or** the student teacher candidate. HR reaches out to Jeffco schools/principals who have a potential mentor match.
- 4) The Jeffco principal or designee and potential mentor teacher should contact the student teacher candidate to schedule an interview or request more information from the teacher candidate within two weeks of receiving the request.
- 5) The Jeffco principal or designee should notify HR Talent Acquisition if they accept the requested placement or not within three weeks of receiving the request.
- 6) HR Talent Acquisition will send a confirmation email to the university and school confirming that the placement has been made.
- 7) The university must contact the student teacher candidate to confirm their placement **or** indicate a placement has not been made.
- 8) Once the student teacher candidate has been placed, it is the responsibility of the candidate and mentor teacher to connect and complete next steps. This includes the [Jeffco Person of Interest \(POI\) form](#), which grants clearance in the district.
- 9) Once the student teacher has a POI ID number and a district email address, the school's secretary should submit a *Staffing Solutions Access Request Form* for curriculum resources. The teacher candidate will need to access directions for the Google platforms from the Jeffco IT department at 303-982-2200 using their POI ID number.
- 10) The teacher candidate should watch for district/school communication about possible orientations, meetings, or additional procedures.
- 11) Once the student teacher is set up in Jeffco systems, the student teacher will work with the mentor teacher to schedule the start of the student teaching experience



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based on university guidelines and district calendars.

12) The university supervisor and student teacher must follow Jeffco Public Schools' video practices below:

1. Videoing any lesson must be approved by the school's Principal.
2. A Jeffco Public School's Parental Consent Form needs to be received by any Jeffco Public School student that would be in the video.
3. If there is no signed consent form, students cannot appear in the recordings. (This means that student teachers cannot record the backs of students without a signed consent form.)