

Section: **PERSONNEL**

Procedure Title: **Student Teachers**

The procedures for developing and implementing a student teacher agreement are as follows:

- A. The college representative shall present a student teacher agreement to the superintendent/designee for review and approval.
- B. The superintendent/designee 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.
- 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 in terms of length of school day, supervision of co-curricular activities, staff meetings, and in-service training.

Adopted: April, 2007

Revised: August 2008

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