

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

www.dixonschools.org

1335 Franklin Grove Road
Dixon, Illinois 61021

Phone: (815) 284-7722
Fax: (815) 284-8576

STUDENT TEACHER/OBSERVER PLACEMENT PROCEDURES

Dixon Public Schools welcomes student teachers and observers during the fall and spring semesters. Requests for placement must be made by a university or certification institution. For more information contact the Assistant Superintendent at (815) 284-7722.

Student Teaching Semesters:

- Fall Student Teaching (August-December) Request ***Deadline March 15th***
- Spring Student Teaching (January-June) Request ***Deadline November 1st***

Please Note: Dixon Public Schools does not accept late applications.

Step 1: Student Teaching request submitted to the Assistant Superintendent's office by mail or email. College/University to submit the following:

- Specific observation/student teaching timeframe (number of hours of observation and/or number of weeks – specific dates of student teaching) and subject/grade
- Student teaching application from college or university with student contact information.
- Resume and teaching philosophy statement (preferred)
- Transcripts (unofficial copies accepted)
- Expectations for evaluation of the student from Cooperating Teacher
- Fingerprint/background results (Illinois State Police and FBI results within the last 12 months)
- TB Test Results for **Pre-K Placements only** (within the last 12 months)

Step 2: Assistant Superintendent's office attempts to make the requested placement(s) by contacting the building principal with the following information:

- Student Name
- Subject/Grade
- Placement Type
- Specific observation/student teaching timeframe (number of hours of observation and/or number of weeks – specific dates of student teaching) and subject/grade
- Resume and teaching philosophy (preferred)
- Transcripts (unofficial copies accepted)
- Expectations for evaluation of the student from Cooperating Teacher

Step 3: Assistant Superintendent's office contacts College/University to share results for placement request.

Step 4: The student teacher must finalize paperwork prior to first day in the classroom, and the following data must be received by the Assistant Superintendent's Office which includes:

continued

- Fingerprint/background results (Illinois State Police and FBI results within the last 12 months)
- TB test results for **Pre-K Placements only** (within the last 12 months)
- Mandated Reporter Acknowledgment
- Emergency Information Sheet

Step 5: Student teaching begins. The student teacher reports to the building principal or other designated building administrator of the school before beginning work in the classroom.

Step 6: Assistant Superintendent's office tracks all student teaching placement information which includes.

- University
- Student Name
- Date request received
- Student Teaching dates
- Type of placement
- Clinical/Observation
- Student Teaching Location, grade, subject
- Cooperating Teacher Name

Student Observations:

When colleges or universities require classroom observation time only, with no student interaction or evaluation on the part of the cooperating teacher and/or principal, then the student may contact the building principal directly.

Prior to observing in classrooms, students will need to complete or provide the following information.

- Mandated Reporter Acknowledgment
- Emergency Information Sheet
- Fingerprint/background results (Illinois State Police and FBI results within the last 12 months)
- TB Test Results for **Pre-K Placements only** (within the last 12 months)

Questions can be directed to [mempen @ dixonschools.org](mailto:mempen@dixonschools.org)

(8/28/14)

Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.