

Process for Requesting Classroom Observation Placement

Hurst-Eules-Bedford I.S.D.

Office of Human Resources

District Goal 2: *The district will recruit, employ and retain a quality teaching, administrative, and support staff to attain excellence in student performance.*

- **Students are eligible to request classroom observations in HEB ISD IF:**
 - Currently enrolled in a teacher degree program at a four-year college or university. **OR**
 - Currently seeking certification in a critical shortage area (i.e. Secondary Math/Science, Special Education, Bilingual Education) through an Alternative Certification Program.

- **Eligible students must complete the following:**
 1. Visit the HEB ISD website at www.hebisd.edu.
 2. Go to “Careers” tab and select “Apply for a Job.”
 3. Click on “Go to the HEB ISD online application system...”.
 4. Follow the “Instructions for External Applicants”
 5. Select applicant type “Student teacher/Classroom observer”
 6. Submit required documents (see below) to Human Resources at FieldPlacements@hebisd.edu confirming your application has been completed.
 - College or University – Course Syllabus showing required hours
 - Alternative Certification Program – Letter of Acceptance w/ hours required

- **Scheduling of classroom observations:**
 - Observations will NOT be permitted for the first three weeks of each semester/trimester.
 - Classroom observations will **only** be approved during the months of **September, October, and November** (Fall); and **January, February, and April** (Spring).
 - ***All requests for classroom observations are subject to space and availability. AT ANY POINT, WE MAY DECLINE CLASSROOM OBSERVATIONS BASED ON AVAILABILITY AND DISTRICT ASSESSMENT CALENDAR.***

- **Human Resources Department will:**
 - **Contact the approved student for classroom observations**, once the criminal history check has been completed and observations have been approved, to provide the observer with the name of the campus on which he/she will be completing observations and the campus contact person’s name and phone number/email address.
 - Observer is responsible for communicating with the designated campus contact in a timely manner to schedule his/her observations.
 - AND**
 - Observer is responsible for letting the designated campus contact know of any necessary scheduling changes.
 - ***Failure to do so may result in dismissal from Campus/District classrooms.***



General Information
Student Teachers/Classroom Observ
Criminal History Check Information
Pre-Employment Affidavit
Disclaimers and Affirmations
Preview
Printable Application
Email History

Student Teachers/Classroom Observers

This page is for providing your information and preferences for student teaching/observation. When you have completed the page, click the "Save and Next" button to save your information and move to the next page of the application. Clicking on the "Previous" button where available will take you back one page in the application without saving your changes.

If you attended an ASD high school, identify below. (High school name)

Classroom Observers

***Placements are based upon classroom availability. Specific requests may not be granted.**

Please complete only one of the sections below pertaining to your application.

Number of Hours Required to Observe

UNT Tips!!!

1. You need to create an account and then create an application
2. You can do this **WITHOUT** actually applying for a job.
3. Once you create your account, click the "My Application" in the upper left corner
4. Then fill out the application according to the instructions.
5. Make sure you fill out either the Observer or the Student Teacher section
6. If you are an observer, enter 28 hours for Art, or 55 hours for all other programs.
7. Complete the rest of the sections pertaining to your background check.