

Process for Requesting Student Teacher Placement Hurst-Eules-Bedford I.S.D. *Office of Human Resources*

- **Students are eligible to apply for a student teaching placement in HEB ISD if:**
 - Currently enrolled in a teacher degree program at a four-year college or university **OR**
 - Currently seeking certification through an Alternative Certification Program.

- **Eligible student 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 to Human Resources at FieldPlacements@hebisd.edu confirming your application has been completed.
 7. Required Documents:
 - College or University – Course Syllabus
 - Alternative Certification Program – Letter of Acceptance

- **University will:**

Submits a request to FieldPlacements@hebisd.edu including the following:

 - Certification being sought
 - Grade Level(s)/Subject Area(s) requested
 - Dates of requested placement
 - University requirements for student teaching
 - Contact information (phone number and email address) for University Liaison

- **Scheduling of Student Teacher Placements:**

Student teaching placements will be made during May/June for fall semester placements and November/December for spring semester placements. *Placement requests later than one month prior to the start of a requested placement may not be accepted.*

All requests for student teaching placements are subject to space and availability.

- **Human Resources Department will:**

Contact the approved student and University or ACP by email, after the criminal history check has been completed and the placement has been approved. Email will provide the student teacher and University with the campus placement(s), name and email address of cooperating teacher(s), dates of placement(s), District map, District calendar, and invitation to Annual Student Teacher Orientation.



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| 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.