Steps in the Student Teacher Portal Process

Types of placements in Spokane Public Schools

1. Practicum Placement Requests
   - All practicum experiences, other than the final student teaching experience, may be organized directly between the TEP (Teacher Education Program) and Building Administrator. These do not need to go through Human Resources.
   - Once a Building Administrator approves a non-student teaching practicum, the University Point of Contact is responsible for entering the match into the Student Teacher Portal under the Practicum tab.
   - Once entered into the Practicum Only tab, the practicum candidate will be run through our HR and Volunteer systems to do final approvals. Once approved, an email will be automatically sent to the Practicum Student and the Mentor Teacher to let them both know that the Practicum Student is cleared to start at their designated school.
   - Remember: Practicum students are like any other cleared volunteer and should never be left unsupervised with students and should always be under the direct supervision of our staff members.

2. Student Teacher Placement Requests
   - Approved Partnering Universities are provided with Login Credentials for the Student Teacher Portal
   - All Student Teaching Placements must go through the Teacher Education Program (TEP) Point of Contact.
   - The TEP must enter all student teacher placement requests into the Student Teacher Portal. No requests will be considered unless entered into the Student Teacher Portal.
   - Placement requests need to be entered in the Student Teacher Portal for each placement cycle (Fall, Winter/Spring).
   - TEPs can view status of placement requests (unmatched, match initialized, match confirmed, could not match) throughout the process.

Steps in the Student Teacher Portal Process

Step 1: TEP's enter student teacher placement requests in the Student Teacher Portal during the placement cycle timeframe

   a. Fall Student Teaching cycle
      1. STP opens in March
      2. Matches made April, May, and continuing throughout summer as needed
      3. STP closes at the end of August for Fall placements
   b. Winter/Spring Student Teaching cycle
      1. STP opens mid-October
      2. Matches made November, December, and continuing throughout winter as needed
      3. STP closes when placements are saturated (likely March/April)

Step 2: District lead recruits Mentor Teachers for each placement cycle

      a. Restricted to eligible SPS teachers (PERM contract status, cannot be Provisional Status), and must have Proficient or better evaluations to qualify

      b. Principals indicate who is recommended/not recommended for recruitment, but emails go out to all eligible SPS teachers to avoid hard feelings

      c. Building Admin Teams give staff a heads up about upcoming recruitment emails at staff meetings

      d. Example Mentor Teacher Recruitment email (see below)

(**Auto email** is sent to ALL potential SPS Mentor Teachers)

Subject: **Student Teaching Inquiry to Potential Mentor Teachers**

Hi "X SPS Teacher,"

In the interest of reducing the amount of back and forth communication between our partnering universities, the SPS HR placement staff, and building principals who are involved in arranging student teacher placements, I'm reaching out directly to SPS teachers to inquire about their willingness to serve as a Mentor Teacher for a Student Teacher. I would love to hear back from you!

TO DO: Please use the link below to indicate (Yes or No) whether you would be willing to host a Student Teacher in your classroom starting in either Winter 2022/2023 or Spring 2023.

If you currently have a practicum student working in your classroom that is scheduled to move into their student teaching placement with you during the next quarter, please include this information in the Additional Information box when completing the following link so that I am able to more easily match you up with this candidate.

https://www.student-teacher.org/cgi-bin/coop_choice/coop_survey.php?code=m6vyuyCHxQ8nVmm

If you indicate Yes and are ultimately matched with a student teacher, you will have an opportunity to review the matched student teacher's profile and approve or decline the match. An approved match will remain pending until you have the chance to meet the student teacher (either in-person or virtually) and indicate your final approval.

Historically, it has been a challenge finding placements for Secondary ELA and Social Studies student teachers, therefore if you currently teach secondary ELA or SS, I hope you will seriously consider serving as a mentor teacher for a student teacher at this time.

Thank you for your consideration to serve as a mentor teacher for our next generation of teacher candidates! Please email me at paulg@spokaneschools.org if you have any questions.

Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

Step 3: **SPS Human Resources Lead makes initial matches between student teachers and mentor teachers in the Student Teacher Portal.**

Step 4: **Notification Auto Email is sent to School Level Administrators RE: Potential Student Teacher Placement w/ a Mentor Teacher**
An HR match in Step 3 sends an Auto Email from the Student Teacher Portal (STP) to School Level Administrators informing them that a Match Request email has been sent to one of their teachers who was previously approved by the administrator to host a student teacher during that school year.

(**Auto email** is sent to School Level Administrator)

Subject: **Principal Notification of Potential Student Teacher Placement at "X Elementary"**

Dear "X SPS Administrator,"

A potential student teacher match has been requested with one of your teachers. As a reminder, you previously approved this teacher to host a student teacher this school year. **However, if you have any objections to this match moving forward, please reach out to me immediately.**

The teacher, "X Mentor Teacher," will receive an email asking them to either indicate their support for moving forward with the placement process, or to decline the placement request.

Please check in with the mentor teacher at your school to ensure they provide a quick response to this inquiry and that they set up a time to meet the student teacher candidate to determine if the match is a good fit.

Once they have met with the student teacher candidate, the mentor teacher needs to give their final approval to the match in order to quickly move the placement forward in the student teacher portal. The link to make their final approval is provided in the email that was sent to the mentor teacher about this match.

Thank you for your help with this potential student teacher / mentor teacher match. Please email me at paulg@spokaneschools.org if you have any questions.

Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

Step 5: Notification Auto Email is sent to potential Mentor Teacher RE: Student Teacher Placement Request
An HR match in step 3 also sends an Auto Email from the Student Teacher Portal (STP) to the potential Mentor Teacher asking them to either Initially Approve or Decline the Student Teacher Match. This is an initial match and therefore allows time for the Mentor Teacher to set up a time to meet/talk with the Student Teacher candidate to determine whether it is a good fit, before doing their final approval of the Student Teacher placement in the portal.

(**Auto email** is sent to potential Mentor Teacher)

Subject: **Please Review This Potential Student Teacher Placement Request (Time Sensitive)**

Dear "X Mentor Teacher,"

Thank you for being willing to consider mentoring a student teacher in your classroom. A potential student teacher match has been identified for you.

Please use the link below to review and respond to the proposed student teacher placement.

A quick response to this inquiry is much appreciated as it will allow the student teacher placement process to move forward, or if you decline then it allows us to identify a different placement for the student teacher.

We encourage you to review all of the information available in the link to gain a full understanding of the timelines, and mentor teacher and student teacher expectations. If you have any additional questions about the nature of the placement, please reach out to the field placement officer who submitted the placement request and whose contact information is available in the link below.

CLICK ON THIS LINK: https://student-teacher.org/cgi-bin/coop_choice/coop_pre_approval.php?code=hajIxtE7KXaPDpN

If you grant approval for the placement process to move forward, an email will be sent connecting you, the student teacher, and the field placement officer with instructions for the student teacher to schedule an interview with you (whether in person or virtually). You will also receive a second email containing a new link for you to use for your FINAL APPROVAL of the placement or decline the placement following your meeting with the student teacher.

Resource: Please click on this LINK to access a list of potential questions you might use when meeting with the student teacher candidate. These questions are intended to help you find out about the candidate and determine if they are a good fit for you and your students.

If you have made any significant changes in your own teaching placement that would impact your ability to host this student teacher (i.e., school level change, job type change, you've left the district, etc.), or if you have any questions about this student teaching placement, please email me at paulg@spokaneschool.org so I can update your information in the student teacher portal.

Thank you for your consideration and your time! Mentoring a Student Teacher is of tremendous service to the district, our partnering universities, and the teaching profession.

Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

Screen shot of the Mentor Teacher survey form (name and university fields are blanked out here, but in practice will be fully filled out):

Please indicate whether you grant initial approval of this student teacher placement. If you indicate "Yes," the status of the placement will remain pending until you have had a chance to meet with the student teacher and indicate your final approval of the placement.

○   Yes, I would like to move forward with the matching process

●   No, I would rather not mentor this student

Please provide your reasoning for declining this student teacher placement in order to help us make better placement decisions moving forward.

Optional comments

Save

Student First Name

Student Last Name

Student Email

Placement Officer Email

University

Student Program

Placement Type

Practicum Leading into Clinical Experience ⌄

Practicum Start

Fall 2022 ⌄

Clinical Experience Start

Spring 2023 ⌄

Endorsements 1

Elementary Education

Endorsements 2

null

Preferred School Level

Elementary ⌄

Preferred Grade Range (lower)

Kindergarten ⌄

Preferred Grade Range (upper)

Grade 6 ⌄

Subject Preference

Grade Teacher ⌄

Second Subject Preference

Select ⌄

PDFs (click to view)

resume.pdf

Step 6: Notification Auto Email is sent to Student Teacher RE: Potential Student Teacher Placement
Pre-approval by the Mentor Teacher triggers a group email to the Student Teacher, Field Placement Officer, and Mentor Teacher

(**Auto email** is sent to Student Teacher, Field Placement Officer, and Mentor Teacher)

Subject: **Notice of Potential Student Teacher Placement of "X Student Teacher" with "X Mentor Teacher"**

Hello,

The purpose of this email is to connect all of you regarding a possible Student Teacher placement.

"X Student Teacher", please reach out to "X Mentor Teacher" **as quickly as possible** and let them know when you are available to connect about your potential student teacher placement. It would be great if the two of you could connect in person, by videoconference (such as by Zoom), or by talking over the phone, in order to get an initial sense of each other and whether the placement will be a good fit.

"X Mentor Teacher" and the Field Placement Officer will each receive an additional email with a link through which they will be asked to indicate their final approval of the placement after this initial meeting.

Mentor teacher, if you don't hear from the student teaching candidate within the next 2-3 days, reach out to them at their email listed below to try to connect. Sometimes notification emails accidentally end up in their email Recycle Bin, or the student may currently be on a university break and away from their email for a few days. Ask them to contact you asap to set up a time to meet. Thank you for your patience in this process.

Student Teacher Information
Name: "X Student Teacher"
Email: xstudentteacher@zagmail.gonzaga.edu
Content Area: Grade Teacher

Mentor Information
Name: "X Mentor Teacher"
Email: xmentorteacher@spokaneschools.org
Position: Tchr, Gr 4
School: School Name

If you have any questions about this student teaching placement, please email me at paulg@spokaneschools.org.

Thank you,
Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

Step 7: Notification Auto Email is sent to Mentor Teacher and Field Placement Officer RE: Final Approval of Student Teacher Placement
After the initial meeting between the Mentor Teacher and the Student Teacher, the Mentor Teacher and Field Placement Officer will use the email below to indicate their final approval of the match.

(**Auto email** is sent to Field Placement Coordinator and the Mentor Teacher)

Subject: **FINAL APPROVAL STEP – Student Teacher Placement of "X Student Teacher" with "X Mentor Teacher"**

Hello,

After "X Student Teacher" has had a chance to meet with "X Mentor Teacher," please use the link below to indicate your final approval of this student teacher placement or to decline this Student Teacher - Mentor Teacher match.

https://student-teacher.org/cgi-bin/student_choice/student_approve.php?code=VXJi5yahz9bDeWZ

If you have any questions about this student teaching placement, please email me at paulg@spokaneschools.org.

Thank you,
Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

Step 8: Notification Auto Email is sent to Student Teacher and Field Placement Officer RE: Congratulations of Placement and Request for Student Teacher to Read the SPS Student Teacher Handbook and Complete the online SPS Student Teacher Application and Handbook Attestation

Confirmation by both the Mentor Teacher and the Field Placement Officer triggers an auto email to the Student Teacher and Field Placement Coordinator to let them know that the last step is for the Student Teacher to read the SPS Student Teacher Handbook and then complete the survey with their information and attesting that they've read and understand the handbook.

(**Auto email** is sent to Student Teacher and Field Placement Coordinator)

Subject: **Congratulations and Final Step of Student Teacher Approval – Read SPS Student Teacher Handbook and Complete the online SPS Student Teacher Application and Handbook Attestation**

Hello,

Congratulations on your upcoming student teaching in Spokane Public Schools. The purpose of this email is to notify you that the following student teacher placement has received final approval from both the Mentor Teacher and Field Placement Officer.

Before our Human Resources team can do our Final District Approval for this student teaching placement, we need the Student Teacher to complete the following items:

1. Click on this link to read through the required <mark>SPS Student Teacher Handbook</mark>
2. Click on this link to complete the [Online SPS Student Teacher Application with an attestation that you've read the SPS Student Teacher Handbook](#)
3. On your first day at your school, please connect with the office manager on site to ask them to check out a Student Teacher badge to you during your student teaching placement. This ST badge will allow you to use keyless entry into the school like other staff members. In addition, please plan to wear your university badge with the ST badge so students and staff know who you are.

Upon completion of the above items, I will do your final HR Approval which will automatically send a Final Approval email to the student teacher, mentor teacher, building principal, and university field placement officer to let everyone know this placement has been finalized. At that time, our SPS Tech Services department will also be notified to set the student teacher up with a district email account, access to log in to the district network, and the ability to log in to Power Teacher. This process can take some time depending on the time of year and the workload of our Tech Services Team, so please be patient. **As soon as these items have been set up by our Tech Services department, they will send an email to the student teacher and their mentor teacher with details about next steps to set up and use their new district accounts.**

Student Teacher Information
Name: "X Student Teacher"
Email: xstudentteacher@my.wgu.edu
Content Area: CONTENT AREA

Mentor Teacher Information
Name: "X Mentor Teacher"
Email: xmentorteacher@SpokaneSchools.org
Position: Tchr, MS, Mathematics
School: SCHOOL NAME

If you have any questions about this student teaching placement, please email me at paulg@spokaneschools.org.

Thank you,
Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

Step 9: Final Approval Auto Email is sent to the Student Teacher, Mentor Teacher, Building Principal, and University Field Placement Officer RE: Congratulations on Final Approval of Student Teaching Placement

Confirmation by both the Mentor Teacher and the Field Placement Officer triggers an auto email to the Student Teacher and Field Placement Coordinator to let them know that the last step is for the Student Teacher to read the SPS Student Teacher Handbook and then complete the survey with their information and attesting that they've read and understand the handbook.

(**Auto email** is sent to Student Teacher, Mentor Teacher, Building Principal, and Field Placement Coordinator)

Subject: **Congratulations on Final Approval of Student Teacher Placement**

Hello "X Student Teacher",

Congratulations! Your student teaching placement in now final. Thank you to you, your mentor teacher, and your university field placement coordinator for completing all the necessary steps to complete the placement process. You are now cleared to start your student teaching experience on the agreed upon date. Please reach out to your mentor teacher at this time to coordinate your next steps to be fully prepared to get started at your designated student teaching site.

Mentor Teacher ("X Mentor Teacher"**):** Please click on this LINK to access our **SPS Cooperating Teacher Handbook** that includes lots of helpful information to guide this student teaching experience. It includes tools like sample observation templates, and links to Student Teacher Handbooks from our partnering universities.

If you have any questions about this student teaching placement, please email me at paulg@spokaneschools.org.

Thank you,
Paul Gannon
HR Director of Recruitment, Retention, and Evaluation

At the end of the Registration Timeframe (i.e., August 31 for Fall cycle) the following message appears when University POC's enter the STP to let them know that registering new student teachers in the portal has ended at this time, unless it can be arranged with HR Lead through email contact.

Example: