

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Selecting Student Teachers	
Procedure No. 3120.06-00-01	Eff. Date: 11/15/2010
Implements Board Policy (ies) <u>3120.06-Selecting Student Teachers</u>	Last Reviewed: <u>11/15/2010</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education encourages cooperation with State-approved colleges and universities in the training of student teachers because the public school offers the opportunity for direct experience with students and teachers at work in the classroom

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	
<ul style="list-style-type: none"> - Make placement of any student teachers or administrative interns 	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

College recruitment
Application to student teacher
Selection
Placement

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

Diversity of the student teachers who may be selected for hire during the following school year.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Student Teacher Application	Application to CPS	6/1/2017
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

- A. The institution making the assignment shall provide on-going supervision in a manner suitable to the Superintendent.
- B. The teacher who will work with the student teacher must agree to work effectively with the student teacher and the institutional supervisor.
- C. If at any time the quality of teaching is judged to be inferior or s/he is disruptive to the on-going program, the Superintendent may request withdrawal of that student teacher from the program.