



## CENTRAL UNIFIED SCHOOL DISTRICT

### Human Resources Department

4605 North Polk Avenue • Fresno, CA 93722

Phone: (559) 274-4700 • Fax: (559) 276-2983

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*"Staff Recruitment and Development for Academic Excellence"*

## Student Teacher Protocol

### **Master Teachers and Placement**

Principals may assist universities in placing a student teacher with an approved master teacher as long as sites follow the student teacher protocol, and student teachers submit the necessary paperwork to Human Resources for approval. If sites and universities are unable to find placement, Human Resources may be contacted to facilitate the process.

### **New Student Teachers**

Once an approved master teacher is selected, the student teacher will need to complete a student teacher packet, which can be found at the school sites, in the Human Resources Department or on the District website. The student teacher will complete the student teacher packet, including all items listed on the checklist, and obtain the Site Principal's authorization and signature. Authorized packets must then be submitted to the Human Resources Department for additional processing. Incomplete packets will not be processed. The Human Resources Department will obtain the District Site Supervisor and Assistant Superintendent of HR authorization and signatures. Once the packet is authorized and signed by all three administrators, HR will notify the school site(s) via email and call the student teacher that the student teacher can begin assignment.

### **Existing Student Teachers**

Student teachers who completed packets in the previous semester do not need to complete another student teacher packet. However, returning student teachers do need to complete an updated cover sheet and obtain the Principal's signature and return packet to the Human Resources Department for additional processing. This information needs to be updated any time student teachers change sites.

### **Substitute Teaching**

Student teachers will be allowed to substitute teach for their master teachers only in case of an emergency and with approval from their university supervisor. However, they must meet all District qualifications for substitute teachers and have all of the appropriate paperwork on file with the Human Resources Department. Please refer to the requirements for substitute teaching located on our District webpage.

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#### District Administration

Laurel Ashlock, Ed.D, Assistant Superintendent, Chief Academic Officer, Educational Services • Ketti Davis, Assistant Superintendent, Professional Development  
Kelly Porterfield, Assistant Superintendent, Chief Business Officer • Kevin Wagner, Interim Assistant Superintendent, Human Resources  
Jamie Russell, Administrator, Special Education and Support Services • Paul Birrell, Director, 7-12 and Adult Education • Karen Garlick, Director, K-6 Education