

Student Teacher Application Packet

Revised 1/18/12

APPLICATION REQUIREMENTS

Application and Recommendations

All college/university students interested in student teaching within our CCSU schools must submit a completed application and a minimum of three completed recommendation rubrics to the school in which s/he is interested in performing his/her student teaching practicum for placement consideration. The application and recommendation rubrics are enclosed. A pre-written letter of recommendation cannot substitute for the required recommendation rubrics, but can be submitted in addition to the required rubrics as part of your application package. If the school is interested in placing you, a representative from the school will contact you to schedule an interview.

STEPS UPON APPROVAL FOR PLACEMENT

The following requirements must be met prior to the commencement of your student teaching assignment within the Chittenden Central Supervisory Union:

Meet with Human Resources

Once you have been placed, please call 879-5584 to schedule an appointment to complete the required paperwork. Please bring the following with you when you meet with Human Resources:

1. Payment to Chittenden Central Supervisory Union of \$19.25, to cover the cost of the Criminal Record Check processing. Credit and/or debit cards are not accepted.
2. Two forms of identification, which are needed to complete the required Form I-9. One form of identification must establish identity (i.e. drivers' license, VT Liquor Control ID, photo student I.D., etc.) and the other must establish employment eligibility (i.e. social security card, birth certificate, and the like). A passport will also be accepted.
3. Copy of your complete *Application for Student Teaching* including the three recommendation rubrics.

4. An original *Student Intern Authorization* form signed by the cooperating teacher(s), the department chair, and the school principal.

During your meeting with human resources you will be asked to complete a Request for Criminal Records Check (or release form), DCF Report, Form I-9, and Form W-4 and a Fingerprint Authorization Request. Human Resources will provide you with a *Fingerprint Authorization Certificate* to bring to a designated Identification Center.

Obtain Fingerprints

If selected for placement, have your fingerprints taken at a designated Identification Center for completion of the criminal record background requirement. There is a \$25.00 charge for the fingerprint card, which is paid directly to the Identification Center when fingerprinted. You must bring two forms of identification with you in order to be fingerprinted. One must be valid photo ID (i.e.: PHOTO Drivers license, VT Liquor Control ID, or Military ID), the second can be a social security card, birth certificate or other form of identification. **You will also need to bring your completed *Fingerprint Authorization Certificate* provided by Human Resources. Fingerprints will not be taken without the certificate.**

The Chittenden County Identification Centers are located at the Chittenden County Sheriff's Office on Ethan Allen Drive and the Burlington Police Department on North Avenue, Burlington. **Please call (802) 863-4341 to schedule an appointment at either location (walk-ins will not be accepted).** Outside of Chittenden County, please call your local police department or State Police barracks to find out its procedure/availability for fingerprinting.

If you have recently completed the Criminal Records Check with the Vermont Department of Education or other Vermont School District, you may not have to obtain additional fingerprints if: (1) Since the criminal record check was completed there has not been a period of one year or more during which you were **not** employed by a Vermont school district or independent school; (2) the record still exists; (3) you agree to complete a release;

and (4) the agency agrees to release the criminal record check results to us. Whether or not additional fingerprints are required, you must contact Human Resources to schedule an appointment to complete the requirement paperwork.

Once you've completed the required fingerprinting and paperwork, human resources will provide you with the approved Student Intern Authorization form to give to your cooperating teacher verifying your eligibility to student teach. This authorization must be provided before your assignment can commence.

Checklist

- ❑ Complete and submit application form and references.
- ❑ If selected for placement, schedule an appointment with Human Resources to complete the required paperwork.
- ❑ Schedule an appointment for fingerprinting necessary for a criminal background check to take place *after* the meeting with Human Resources.
- ❑ Obtain fingerprints.
- ❑ Provide cooperating teacher with a copy of your student teaching authorization.

Directions to the central office: From 5-Corners in Essex Junction, head South on VT Route 2A, Park Street. Building is on the right 1/4th of a mile from 5-Corners.

Minimum Performance Expectations

Student teachers shall be expected to meet the minimum performance expectations. These minimum performance expectations include, but are not necessarily limited to, the following:

1. Reports for duty at designated locations and times. Student teacher attendance shall be expected during the duration of the standard teacher workday, plus additional meetings and other events as scheduled beyond the standard workday.
2. Prepares and delivers assignments as directed by the assigned cooperating teacher.

3. Encourages students to set and maintain acceptable standards of classroom behavior, and models such behavior to students.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
5. Maintains records as requested or assigned by the cooperating teacher.
6. Complies with and assists in upholding and enforcing school rules, administrative regulations, and Chittenden Central Supervisory Union and local school district policies and procedures.
7. Attends and participates in faculty meetings, department meetings, mentor council meetings, and district meetings as requested.
8. Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.
9. Establishes and maintains cooperative professional relations with others.
10. Performs related duties as assigned by the cooperating teacher in accordance with district policies and practices.

Substitute Teaching

Upon completion of the required paperwork outlined herein, student teachers are eligible to substitute teach. In order to assure minimal disruption to their learning activities, substitute teaching assignments of student teachers shall be limited to the classroom, department, or school in which they are completing their studies, and must not interfere with the internship/apprenticeship responsibilities.

Upon successful completion of their student teaching assignment (as demonstrated by the *Pre-Service Teacher Qualification* form) individuals may also be eligible to substitute throughout the CCSU. The completed *Pre-Service Teacher Qualification* form must be submitted and approved by human resources prior to the commencement of the substitute teaching assignment. For more information about substitute teaching, please call 879-5584.



Serving the Essex Junction Incorporated School District, Union School District #46, and Westford Town School District

Essex High School & Center for Technology	Albert D. Lawton Intermediate School	Hiawatha Elementary School	Summit Street Elementary School	Thomas Fleming Elementary School	Westford Elementary School
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APPLICATION FOR STUDENT TEACHING

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Applicant Name (First Name M.I. Last Name)	Mailing Address
Home Phone Number () ()	Work/Other Phone Number Where You Can Be Reached () ()
E-mail Address	How did you hear about our school?
Have you ever been employed by a member CCSU school district (listed above)? YES / NO (please circle one). If YES, please specify dates and school in which employed:	Are you a veteran of the U.S. Armed Forces? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please include experience under Relevant Employment Experience

APPLICANT STATUS INFORMATION

Please check the content area endorsement sought. If more than one, check all that apply. If Other, please specify.

- | | | |
|---|---|---|
| <input type="checkbox"/> Early Childhood & Preschool Program
<input type="checkbox"/> Elementary Education - General (K-6)
<input type="checkbox"/> Special Educator (please specify area)
<input type="checkbox"/> General
<input type="checkbox"/> Early Essential Education
<input type="checkbox"/> Speech & Language
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Trades & Industry (please specify area):
_____ | <input type="checkbox"/> English Education
<input type="checkbox"/> Reading Education
<input type="checkbox"/> Foreign Language (please specify language):
<input type="checkbox"/> French
<input type="checkbox"/> Spanish
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Social Studies/Social Science
<input type="checkbox"/> Science
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Business Education | <input type="checkbox"/> Physical Education
<input type="checkbox"/> Practical Arts (please specify area):
<input type="checkbox"/> Technical Education/Industrial Arts
<input type="checkbox"/> Family & Consumer Science
<input type="checkbox"/> Fine Arts (please specify subject):
<input type="checkbox"/> Art Education
<input type="checkbox"/> Music Education
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____ |
|---|---|---|

Check grade level desired (please check only one):

- Age 0 - 8
 Grades K-6
 Grades 5-8
 Grades 7-12
 Grades K-12

Preferred semester of entrance (please check one):

- First Semester (mid-August through mid-January)
 Second Semester (mid-January through early-June)
 Either semester

Site Preference (please indicate school(s) or district(s) placement preference):

LICENSES AND CERTIFICATIONS

Please list all applicable licenses, certifications, teaching endorsements, etc. you currently hold (please attach copies of all licenses/certifications listed):

Please list all applicable licenses, certifications, teaching endorsements, etc. that are currently pending and the status of each:

ACADEMIC HISTORY

HIGH SCHOOL

High School Name (listed in descending order of attendance)	City	State	Country	Dates Attended From to		GPA

COLLEGE/UNIVERSITY

Please attach copies of your official transcripts from all post-secondary institutions attended. You may not ignore any previous academic work.

College/University Name (listed in descending order of attendance)	City	State	Country	Dates Attended From to		GPA	Degree and Major

College courses in Progress:

OTHER RELEVANT TRAINING

Title/Description of workshop, seminar or training received	Date

AWARDS AND ACHIEVEMENTS

	Date

PRAXIS TEST SCORES

Please attach copies of your official Praxis test scores (if available)

Dates of Praxis examination(s): Praxis I: ___/___/___ Praxis II: ___/___/___

Praxis I test scores: Reading _____ Writing _____ Mathematics _____

Praxis II test scores:

	Endorsement Area(s)	Multiple Choice Score(s)	Essay Score(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RESIDENCY/CITIZENSHIP

Are you a U.S. Citizen? YES NO (if NO, please complete section below)

For Non-U.S. Citizens

Are you a permanent resident of the U.S.? YES NO My alien registration number is: A _____

Current non-immigrant visa type (if relevant): (e.g. F-1; J-1; L-2; H-4; other): _____ My I-94 number is: _____

RELEVANT EMPLOYMENT EXPERIENCE

Please list all relevant employment experience in order starting with your most recent employment. Attach additional pages as necessary.

Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week
Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
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Dates of Employment From To	Job Title	Name and Address of Employer
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Reason for Leaving		Hours/week
Dates of Employment From To	Job Title	Name and Address of Employer
Brief Description of Duties		Name, Title and Phone Number of Supervisor
Reason for Leaving		Hours/week

PERSONAL EXPERIENCE/ACHIEVEMENTS

COMMUNITY SERVICE/VOLUNTEER EXPERIENCE

Nature or Service or Volunteer Commitment	Dates of Participation	Hours/W eek	Weeks/ Year	Required for Academic, Employment or Discipline reasons?

CO-CURRICULAR & ATHLETIC EXPERIENCE

Activity	Dates of Participation	Hours/W eek	Weeks/Y ear	Position Held

Please list any academic/employment/civic awards or honors you have received:	Date

Have you ever been dismissed or suspended, or received disciplinary action related to academic or work-related performance? YES NO

If YES, please explain the circumstances in complete detail on a separate piece of paper.

ESSAY

Please write an essay addressing the following: (Up to one page is sufficient)

Compose a statement indicating your reasons for wishing to undertake a career in the teaching field. Describe your commitment to/and experience working with children and young people in both teaching and non-teaching situations. Describe your preparation in the discipline of your requested licensure endorsement area.

BACKGROUND

Please circle the appropriate response and provide details as requested.

Have you ever been convicted of a crime or misdemeanor?	YES / NO
Have you ever entered a plea of guilty or nolo contendere to a felony or misdemeanor charge?	YES / NO
Are there any charges pending against you in any jurisdiction at this time?	YES / NO
Have you ever forfeited a bail bond posted to guarantee your appearance in court to answer criminal charges?	YES / NO
Have you ever been placed on the child protection registry maintained by the department for children and families?	YES / NO
Have you ever been placed on the vulnerable adult abuse, neglect, and exploitation registry maintained by the department of disabilities, aging, and independent living?	YES / NO
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?	YES / NO
Have you ever been disciplined, discharged, or asked to resign from a prior position?	YES / NO
Has your contract in a prior position ever been non-renewed?	YES / NO
Have you ever been charged with, or are you currently being investigated for sexual abuse, assault, misconduct or harassment?	YES / NO

of another person?	
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?	YES / NO
Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?	YES / NO
If you answered "YES" to any of the questions above, please fully explain the circumstances of <u>all</u> conviction(s)/pending charges, including the specific charge, date, location of the offense and the court, and the disposition of court proceedings (continue on additional paper if needed). A "YES" response to any of the above questions will not automatically exclude an applicant from further consideration:	
NOTE: Vermont State Law requires an FBI fingerprint supported criminal record background checks, a criminal background check with the Vermont Criminal Information Center and other states in which you lived and/or worked, and registry checks with the Vermont Department for Children and Families (DCF) and the Department of Disabilities, Aging and Independent living (DDAIL) for all prospective district employees. The costs associated with these checks will be the responsibility of the applicant. If hired prior to the completion of the background check process, continued employment would be contingent upon satisfactory background check results.	

EQUAL OPPORTUNITY EMPLOYER
Chittenden Central Supervisory Union and its affiliated school districts are committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship, veteran status or disability, as defined and required by state and federal laws.

APPLICANT STATEMENT AND AUTHORIZATION
"I certify that the facts contained in this application and any attachments are true and complete to the best of my knowledge. I understand that intentional falsification of statements, incomplete or misleading information on this questionnaire and attachments will result in automatic removal of my application from further considerations, and, if selected, shall be grounds for immediate termination of my assignment. When it is determined that an applicant failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in future employment/assignment consideration."
"If selected, I also understand that although my assignment may commence prior to the completion of the Criminal Records Check Process, continuation of the assignment would be contingent upon a satisfactory criminal records check."
"I authorize investigation of all statements contained herein. I also give permission to the references, previous employers, schools, colleges/universities listed on the application and any attachments to provide to you any and all information concerning my employment and academic history and any other pertinent information they may have. I agree to release all parties from all liability for any damage that may result from furnishing such information to you."
"I understand that, if selected, I will be required to complete a criminal background check prior to the commencement of my duties with the school district."
"If selected, I understand that failure to meet the Minimum Performance Expectations shall result in involuntary removal from my assignment."
Applicant Signature: _____ Date: ___/___/___

CHITTENDEN CENTRAL SUPERVISORY UNION

51 Park Street, Essex Junction, Vermont 05452, Phone: (802) 879-5579, Fax: (802) 878-1370

RECOMMENDATION FORM

I. Applicant Statement and Release

Applicant Name (please print): _____

I hereby give permission to _____ to provide any and all information concerning my employment, potential employment, and/or any other pertinent information they may have to Chittenden Central Supervisory Union and its affiliated school districts. I agree to release all parties from all liability for any damage that may result from furnishing such information.

Applicant signature _____

Date _____

II. Recommendation Rubric

Rating	Please circle the appropriate box from the selections offered.				
General Outlook and Attitude	Rarely sees problems as solvable learning opportunities. Fairly close-minded.	At times sees problems as solvable learning opportunities. Sometimes open-minded.	Generally sees problems as solvable learning opportunities. Usually open-minded.	Usually sees problems as solvable learning opportunities. Open-minded and flexible thinker.	No basis for evaluation
Communication Skills					
Oral Expression	Makes frequent language/ grammatical errors, not professional.	Inarticulate, language not professional.	Articulate, professional.	Expressive, animated, articulate, professional.	No basis for evaluation
Written Expression	Writing demonstrates confusion and has consistent errors in spelling and grammar.	Writing is often unclear and has frequent errors in spelling/grammar.	Writing is usually clear with infrequent errors.	Expresses ideas clearly with an absence of error.	No basis for evaluation
Non-verbal Expression	Unaware of own inappropriate behavior.	Is aware of non-verbal behavior but is unable to alter inappropriate demeanor.	Is aware of body language and behavior and usually uses it in appropriate ways.	Is aware of body language and behavior and always uses it in appropriate ways.	No basis for evaluation
Professional Behavior					
Reliability/ Dependability	Often fails to complete assigned tasks or duties.	Sometimes needs to be reminded to attend to assigned tasks or duties.	Responsible, attends to assigned tasks or duties without prompting.	Self-starter. Perceives needs and attends to them immediately.	No basis for evaluation
Independence, initiative and preparedness.	Passive, depends on others for direction, ideas and guidance/is rarely prepared.	Does what is asked, dependent on others for instructions.	Works effectively with limited supervision.	Creative and resourceful: independently plans and follows through on ideas.	No basis for evaluation
Punctuality	Often late.	Occasionally late.	Always on time.	Frequently arrives early.	No basis for evaluation
Managerial Skills	Disorganized, inefficient, hesitates to make decisions independently.	At times is organized and efficient. Occasionally makes decisions independently. Rarely anticipates challenges.	Generally organized and efficient. Often makes decisions independently. Sometimes anticipates challenges.	Organized, efficient decision-makers. Anticipates challenges and prepares ahead of time.	No basis for evaluation

Attendance	Often absent.	Occasionally absent.	Is present and engaged.	Provides additional personal time.	No basis for evaluation
Response to Feedback	Defensive, unreceptive to feedback.	Receptive, doesn't implement suggestions.	Receptive, adjusts performance accordingly.	Solicits suggestions and feedback from others.	No basis for evaluation
Interpersonal relationships	Insensitive to others' feelings and opinions as evidenced by abrupt and/or critical statements.	Limited sensitivity and diplomacy.	Perceives what to do or say in order to maintain good relations with others and responds accordingly.	Highly sensitive to others' feelings and opinions, diplomatic.	No basis for evaluation

III. General Reference Questions

1. Would you hire or rehire this individual? If NO, please explain.	YES / NO
2. Would you recommend this individual for employment within our school district? If NO, please explain.	YES / NO
3. Do you have any concerns about this individual that we should be aware of? If YES, please explain.	YES / NO
4. To your knowledge, has this individual ever been disciplined as a result of his/her performance, actions, or lack thereof? If YES, please explain.	YES / NO
5. Do you know of any reason why we should not hire this individual? If YES, please explain.	YES / NO

Other relevant information (attached additional pages as necessary):

IV. Reference Information and Acknowledgement

Name of individual providing recommendation (please print):		Organization Name:		Title/Position:
What is your relationship with the applicant?		Phone Number:	E-mail Address:	
I certify that the above information is true and complete the best of my knowledge.				
Signature of individual providing recommendation			Date	

Please mail completed form to: Chittenden Central Supervisory Union, Attn: Human Resources, 51 Park Street, Essex Jct., VT 05452

- DO NOT give directly to applicant -

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Revised 12/3/09

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6. Would you hire or rehire this individual? If NO, please explain.	YES / NO
7. Would you recommend this individual for employment within our school district? If NO, please explain.	YES / NO
8. Do you have any concerns about this individual that we should be aware of? If YES, please explain.	YES / NO
9. To your knowledge, has this individual ever been disciplined as a result of his/her performance, actions, or lack thereof? If YES, please explain.	YES / NO
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12. Would you recommend this individual for employment within our school district? If NO, please explain.	YES / NO
13. Do you have any concerns about this individual that we should be aware of? If YES, please explain.	YES / NO
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Other relevant information (attached additional pages as necessary):

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