

HIRING PROCESS FOR STUDENT TEACHERS

Standard hiring protocols apply and HR approval is required before any offer can be made.

Student Teacher: As early as the Teacher Transfer Fair in February, a student teacher from a college or university may be hired by a school administrator under the following conditions:

- 1) The student teacher has or will complete their student teaching experience in Jordan School District during the current school year, AND
 - 2) The student teacher will receive his/her professional teaching license before the start of the next school year.
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EXPECTATIONS & PROCESS

- HR will invite ALL student teachers in the current school year to complete an application in Frontline under the Student Teacher position. Those who apply will be considered for employment. School administrators have access to view these applications and may consider a student teacher for an open position next school year and as early as the Teacher Transfer Fair in February.
- Transfer Fair Process
 - HR will invite all student teachers in the current school year to attend the Teacher Transfer Fair in February.
 - Student teachers will be encouraged to bring a resume and a letter of recommendation from their cooperating teacher or school administrator.
 - Student teachers may be interviewed and considered for hire for the next school year.
- If a student teacher **is not hired** at the Teacher Transfer Fair, he/she must complete an application in Frontline for each position they are qualified for.
- If a student teacher **is hired** at the Teacher Transfer Fair, the school administrator must complete the Recommendation for Hire (Underqualified) Form in Frontline and mark the underqualified type as University Student. This will alert HR that this applicant is a student teacher and will receive his/her professional teaching license before the start of the next school year.
- When the HR Administrator and respective AOS approves the hire, the school administrator may offer the position to the student teacher.
- If the offer is accepted, a New Hire Form must be submitted in Frontline.
- HR will contact the student teacher via District email with onboarding information.