



LEVITTOWN PUBLIC SCHOOLS
Levittown Memorial Education Center
Abbey Lane
Levittown, New York 11756



STUDENT TEACHER PLACEMENT PROCEDURES

Levittown Public Schools welcomes student teachers during the Fall and Spring semesters. Request for placement must be made by a university or certification institution.

Student Teaching Semesters:

- Fall Student Teaching (August – December) Request *Deadline May 20th*
- Spring Student Teaching (January – June) Request *Deadline December 15th*

Please note the following:

- Student teachers will not be placed in the school which they attended.
- Teachers will be assigned a maximum of ONE student teacher each school year.

Step 1: Student teaching request submitted to the Assistant Superintendent's office by mail or email (rdambrosio@levittownschoools.com). College/University to submit the following:

- ❖ Specific observation/student teaching timeframe (number of hours of observation and/or number of weeks – specific dates of student teaching) and subject/grade
- ❖ Student teaching application/letter from college or university with student contact information
- ❖ Resume
- ❖ Transcripts (unofficial copies accepted)

Step 2: Assistant Superintendent's office attempts to make the request placement(s) by contacting the building principal/designated contact for elementary placement and curriculum associate for secondary placement with the following information:

- ❖ Student Name and Contact Information
- ❖ Subject/Grade
- ❖ Placement Type
- ❖ Specific observation/student teaching timeframe (number of hours of observation and/or number of weeks – specific dates of student teaching) and subject/grade

Step 3: Assistant Superintendent's office contacts College/University to share results for placement request and to request student's social security number for fingerprint clearance.

Step 4: Assistant Superintendent's office sends memo to contact person, building principal, curriculum associate and teacher with the following:

- ❖ Student Name
- ❖ Timeframe
- ❖ Contact Information
- ❖ Transcript
- ❖ Resume
- ❖ Consent form for videotaping (must be signed by all parents prior to videotaping class)

Step 5: Designated contact interviews potential student teacher and informs Assistant Superintendent of Instruction's office if placement is accepted.

Step 6: Student teaching begins. The student teacher reports to the building principal or other designated building administrator of the school before beginning work in the classroom.