**January 2018**

**Douglas County School District Student Teacher Placement Process**

**Thank you for your continued interest in Douglas County School District’s student teaching program.**

**DCSD Student Teacher Application Periods:**

* Fall Semester Application Period: January 30 – May 15 (student teaching August – December in DCSD)
* Spring Semester Application Period: September 1 – December 15 (student teaching January – June in DCSD)

**The Prospective Student Teacher’s Responsibilities:**

* Prospective student teachers must complete an online application during the "open” application period for the semester in which they are applying.  The student teacher application link can be found at: <https://www.dcsdk12.org/careers>

1. Click on the "Begin Your Search Now" link
2. On the next page click on the "External Career Site"
3. Click on "Student Teacher" under job type
4. Click on the job title: **Student Teacher, Intern, Practicum, & Counselor Placements**
5. Apply for position

* Communicate with student teaching coordinator at their university to ensure that all requirements for student teaching have been met
* Communicate with student teaching coordinator at their university regarding placement preferences
* Ensure that the university has a formal partnership with DCSD
* Complete a background check with DCSD (this requires fingerprinting at 620 Wilcox Street, Castle Rock on specified days and a cost of $49.50 covered by the student)