



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4122
Page 1 of 2

Certificated Personnel

Student Teachers

1. Purpose and Scope

The following guidelines shall govern the identification of master teachers and the assignment of student teachers.

2. Regulation

A. Procedures for student teacher placement within the district shall be as follows:

- (1) Upon request from college or university, the Certificated Personnel Office consummates a contract between the training institution and the district, requiring Board approval.
- (2) The training institution submits a student teacher placement request to the Certificated Personnel Office.
- (3) The Certificated Personnel Office contacts the high school regarding a potential assignment.
- (4) The school principal or designate confirms student teacher assignments; the Certificated Personnel Office approves the assignments and returns copies to the college.

B. A master teacher is defined as the "staff member" to whom the student teacher is assigned by the school with the approval of the district and the university/ college. Criteria for identification of potential master teachers shall be as follows:

- (1) Appropriate academic preparation.
- (2) A minimum of two years teaching experience.
- (3) Approval by principal or principal's designate.
- (4) Approval by university supervisor.

Student Teachers (continued)

- (5) Availability and willingness to spend necessary time with student teacher for purposes of observation, consultation, and evaluation.
- (6) Demonstrated effective teaching skills and, thus, able to serve as a good model.
- (7) Ability to relate well to others.
- (8) Willingness to examine, evaluate, and improve his/her own teaching.
- (9) Interest in the improvement of education and a desire and ability to serve in a supervisory role.
- (10) Ability to maintain an objective attitude toward the student teacher in making criticism, observing efforts, and evaluating competencies.
- (11) Maintains a close supervision and monitoring of the student teacher with the majority of this process being accomplished directly in the classroom.

C. In the assignment of student teachers to master teachers, the following shall be considered:

- (1) Sponsoring university subject-area supervisor's recommendation.
- (2) Student teacher's request.
- (3) Opinions/reactions of available master teachers.
- (4) Philosophically in consonance with school objectives.
- (5) Input from counseling and administrative staff, as appropriate.
- (6) Department chairpersons' recommendations.

Legal Reference:
