

Process for Requesting Classroom Observation Placement

Hurst-Eules-Bedford I.S.D.

Office of Human Resources

District Goal 2: *The district will recruit, employ and retain a quality teaching, administrative, and support staff to attain excellence in student performance.*

- **Students are eligible to request classroom observations in HEB ISD IF:**
 - Currently enrolled in a teacher degree program at a four-year college or university. **OR**
 - Currently seeking certification in a critical shortage area (i.e. Secondary Math/Science, Special Education, Bilingual Education) through an Alternative Certification Program.

- **Eligible students must complete the following:**
 1. Visit the HEB ISD website at www.hebisd.edu.
 2. Go to “Careers” tab and select “Apply for a Job.”
 3. Click on “Go to the HEB ISD online application system...”.
 4. Follow the “Instructions for External Applicants”
 5. Select applicant type “Student teacher/Classroom observer”
 6. Submit required documents (see below) to Human Resources at FieldPlacements@hebisd.edu confirming your application has been completed.
 - College or University – Course Syllabus showing required hours
 - Alternative Certification Program – Letter of Acceptance w/ hours required

- **Scheduling of classroom observations:**
 - Observations will NOT be permitted for the first three weeks of each semester/trimester.
 - Classroom observations will **only** be approved during the months of **September, October, and November** (Fall); and **January, February, and April** (Spring).
 - ***All requests for classroom observations are subject to space and availability. AT ANY POINT, WE MAY DECLINE CLASSROOM OBSERVATIONS BASED ON AVAILABILITY AND DISTRICT ASSESSMENT CALENDAR.***

- **Human Resources Department will:**
 - **Contact the approved student for classroom observations**, once the criminal history check has been completed and observations have been approved, to provide the observer with the name of the campus on which he/she will be completing observations and the campus contact person’s name and phone number/email address.
 - Observer is responsible for communicating with the designated campus contact in a timely manner to schedule his/her observations.
 - AND**
 - Observer is responsible for letting the designated campus contact know of any necessary scheduling changes.
 - ***Failure to do so may result in dismissal from Campus/District classrooms.***