

OCEANSIDE UNION FREE SCHOOL DISTRICT

145 Merle Avenue, Oceanside, New York 11572-2206

Phyllis Harrington

Superintendent of Schools

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Assistant Superintendent for

Curriculum, Instruction & Research

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November 2, 2017

Dear Student Teacher Candidate:

We are thrilled that you would like to begin your student teaching experience in the Oceanside School District. We understand and value the importance of training our future teachers. This year, we have revised and formalized the process related to accepting student teachers.

We have instituted several new procedures that are outlined for you below:

- In order to provide you with the best student teaching experience and a solid base of professional development within our district, we have created an agreement that you must complete in order to fulfill the requirements of working as a student teacher in our district. You will find this form on our website at www.oceansideschools.org. Click on the **Student Teacher** link and print out the Student Teacher Agreement form.
- Once you have received from our office the school to which you should apply for placement, it is the student teacher's responsibility to contact the school and set up an interview with the principal/supervisor.
- You should bring to this interview the Student Teacher Agreement form that you printed out from our website and be prepared to discuss this in detail. You should also bring your resume with a cover letter. Please note that there are **sample questions** listed on the website that will familiarize you with the types of questions that may be asked by the principal. Keep in mind that this is a formal interview and you should dress appropriately.
- Within a week of your interview, you will be informed whether you are accepted as a student teacher for the semester. At that time, you will be given the name and contact information of the teacher to whom you are assigned. You will also be invited to a **mandatory** student teacher meeting, which will be held on January 8th at 2:15 p.m. at our Oaks School located at 2852 Fortesque Ave, Oceanside.

If you have any questions regarding the above, please do not hesitate to contact my office.

Sincerely,

Diane Provvido

Assistant Superintendent

Curriculum, Instruction, and Research

Oceanside School District

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Student Teacher Agreement

In order to provide your student with the best student teaching experience and a solid base of professional development within our district, we have come up with an agreement that your student must complete in order to satisfy their student placement. The items below are in addition to the requirement outlined in the attached cover letter.

Professional Responsibilities

Contributions to School District

(check all that apply)

_____ attend a Board of Education meeting

_____ attend a PTA or SEPTA meeting

_____ attend a P.A.S.S./Parent Academy Workshop

_____ attend at least one professional development class

_____ schedule an observation by a principal/administrator

_____ observe another teacher during the school day

_____ extra help - before/after or during the school day (in addition to the one hour requirement)

_____ participate in a school event (day/night or after school)

_____ assist in the operation of a club/team

_____ share a unit of study with colleagues

We agree that you will complete the checked items from each column above by the end of your student teacher placement at Oceanside School District. In addition, completion of the student teacher verification sheet is also required by the conclusion of your student teacher placement.

Administrator signature: _____ Date: _____

Cooperating teacher: _____ Date: _____

Candidate signature: _____ Date: _____

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Student Teacher Verification Sheet

(to be completed at the conclusion of student placement)

Professional Responsibilities

_____ attend a Board of Education meeting

date(s): _____

_____ attend a PTA & SEPTA meeting

date(s): _____

_____ attend a P.A.S.S./Parent academy workshop

date(s): _____

_____ attend at least one professional development class

date(s): _____

_____ schedule an observation by a principal/administrator

date(s): _____

_____ observe another teacher during school day

teacher's name _____

date: _____

_____ other

date: _____

Contributions to School District

_____ extra help - before/after or during the school day (in addition to 1 hour requirement)

date(s): _____

_____ participate in a school event (day/night or after school)

event: _____

date: _____

_____ assist in the operation of a club or team

date(s): _____

_____ share a unit of study with colleagues

date(s): _____

_____ other

date (s): _____

Administrator signature: _____

Date: _____

Candidate signature: _____

Date: _____

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date(s): _____

_____ schedule an observation by a principal/administrator

date(s): _____

_____ observe another teacher during school day

teacher's name _____

date: _____

_____ other

date: _____

Contributions to School District

_____ extra help - before/after or during the school day (in addition to 1 hour requirement)

date(s): _____

_____ participate in a school event (day/night or after school)

event: _____

date: _____

_____ assist in the operation of a club or team

date(s): _____

_____ share a unit of study with colleagues

date(s): _____

_____ other

date (s): _____

Administrator signature: _____

Date: _____

Candidate signature: _____

Date: _____