

**REQUEST FOR PLACEMENT OF A
STUDENT TEACHER, INTERN, or OBSERVATION CANDIDATE
WORK INSTRUCTIONS (HUM-W005)**
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This work instruction outlines the process of a placement request for a student teacher, intern or observation candidate in one or more CMCSS schools.

2.0 RESPONSIBILITY:

- 2.1 Chief Human Resources Officer
- 2.2 Building Principal

3.0 APPROVAL AUTHORITY:

- 3.1 Building Principal
- 3.2 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 FBI - Federal Bureau of Investigations
- 4.2 NCIC - National Crime Information Center
- 4.3 APSU - Austin Peay State University
- 4.4 CMCSS - Clarksville Montgomery County School System
- 4.5 HR - Human Resources

5.0 WORK INSTRUCTION:

The workflow of processing a placement request for a student teacher, intern or observation candidate in one or more CMCSS schools.

- 5.1. Request received from student or university for placement in one or more CMCSS schools.
- 5.2. Clearance by Human Resources is required prior to university student accessing the school and students.
- 5.3. Requirements for clearance: University verification of enrollment in a program leading to licensure; university verification that placement is needed at this time
- 5.4. Verification of FBI/NCIC fingerprint background check by one of the following:
 - 5.4.1 Verification documentation presented by student
 - 5.4.2 Fingerprinting scheduled through CMCSS with cost paid by student: Contact HR to register and pay fee

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5.5 Following clearance by HR, requesting student or university is responsible to solicit and obtain permission from principal and teachers. Any university required contracts are between the school and university. APSU is the exception, with all student teachers cleared and placed through the APSU College of Education.

6.0 ASSOCIATED DOCUMENTS:

Background check from FBI/NCIC

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Files in H/R	HR Department	Indefinitely	Permanent	Locked Office/Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/09	IR	Initial Release
09/02/2011	A	Deleted Verifying University Has Documentation

***** End of Instruction *****