

# **Poughkeepsie City School District**

## **Pre-Service Protocol – Cooperating Teachers**

1. To begin the process, a letter of intent must be sent to Dr. Timothy Wade, Assistant Superintendent of Administrative Services and to the specific Building Principal from the College Advisor/Supervisor.
2. Advisors may contact the building administrators, department chairs, or teachers to find a cooperating teacher.
3. Pre-Service students must complete the Pre-Service Approval Form.
4. Student Teachers/Interns must provide a social security number to Barbara Williams, Human Resources (845) 451-4900 ext. 4972 to confirm that he or she has completed the fingerprint clearance through State Ed.
  - Fingerprint Clearance
5. By the college advisor signing the Pre-Service Approval Form, they are attesting to the student teacher/intern having completed each of these steps:
  - Violence Prevention Course
  - Child Abuse Course
  - College ID
  - Letter from Advisor
6. Have the Building Principal and Cooperating Teacher sign the Pre-Service form and email the form to Barbara Williams, Human Resources (bwilliams@poughkeepsieschools.org).
7. The Cooperating Teacher will be present while the pre-service student is working with PCSD students.
8. Cooperating teachers may have only one student teacher in a school year.
9. Please Note:

If the Human Resources office is not aware that you have a student teacher, you will not receive payment for accepting the student. It is important that you call and confirm your student teacher assignment before the student begins the experience.
10. Please download the Pre-Service Form located on the PCSD web site under Human Resources / Human Resources Forms.

# **Poughkeepsie City School District**

## **Pre-Service Protocol – Principals**

**All Pre-Service Placements are made through the College or University**

1. To begin the process, a letter of intent must be sent to Dr. Timothy Wade, Assistant Superintendent of Administrative Services and to the specific Building Principal by the College Advisor/Supervisor.
2. Dr. Wade will contact the principals to confirm placements of student teachers or the university/college will communicate with principals directly.
3. Advisors may contact the building administrators, department chairs, or teachers to find a cooperating teacher.
4. Pre-Service students must complete the Pre-Service Approval Form.
5. Student Teachers/Interns must provide a social security number to Barbara Williams, Human Resources (845) 451-4900 ext. 4972 to confirm that he or she has completed the fingerprint clearance through State Ed.
  - Fingerprint Clearance
6. By the college advisor signing the Pre-Service Approval Form, they are attesting to the student teacher/intern having completed each of these steps:
  - Fingerprint Clearance
  - Violence Prevention Course
  - Child Abuse Course
  - College ID
  - Letter from Advisor
7. The Building Principal and Cooperating Teacher must sign the Pre-Service form.
8. The Cooperating Teacher will email the Pre-Service Document to Barbara Williams, Human Resources ([bwilliams@poughkeepsieschools.org](mailto:bwilliams@poughkeepsieschools.org)).
9. Pre-Service students must be under the direct supervision of a Cooperating Teacher at all times while working with PCSD students.
10. Cooperating teachers may have only one student teacher in a school year.