

GUILFORD COUNTY SCHOOLS

Student Teacher Placement Process

GCS & IHE Collaboration

2020-2021



Dear Placement Coordinator:

Thank you for selecting Guilford County Schools as the District of choice for placement of your student teachers and/or interns. On behalf of our superintendent, Dr. Sharon Contreras, and Chief of Human Resources, Dr. Shirley Morrison, we welcome your students to our District. We have an outstanding team of educators who stand ready to help you prepare future educators for our children.

The following information is designed to assist your student teachers/interns with the online application process. Our placement process was developed based on feedback from colleges and universities and in collaboration with principals and student teachers. Should you have any questions, please contact Kyva Jones, at 336-370-8382 or via email at jonesk2@gcsnc.com.

Thanks again for selecting Guilford County Schools and we look forward to another great year collaborating with you and your students

Sincerely,

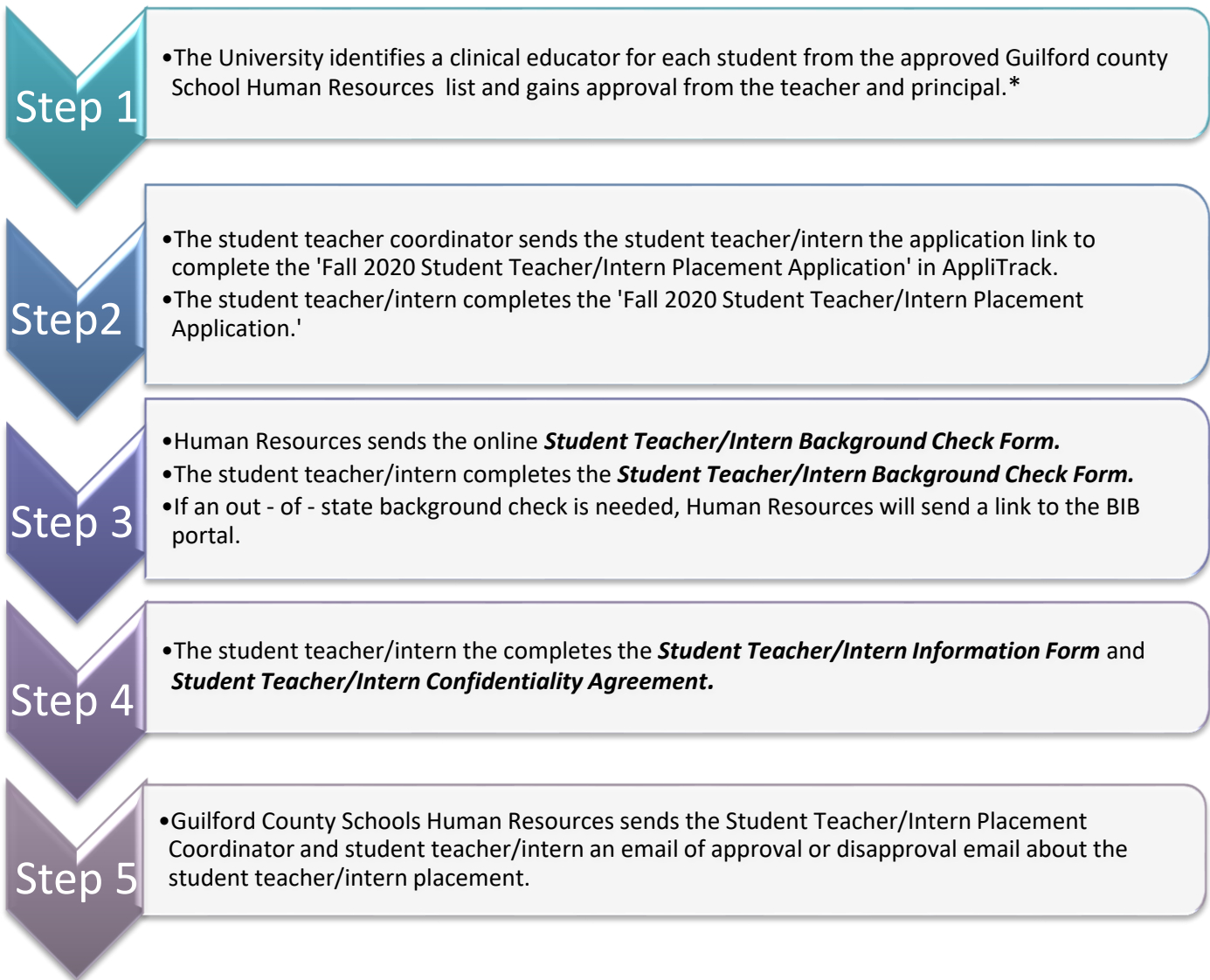
Alison G. Coker

Dr. Alison G. Coker

Executive Director, Human Resources

Guilford County Schools

Student Teacher/Intern Placement Checklist



Note: Annually, Guilford County Schools (GCS) releases a list of available clinical educators to local universities. Eligible teachers have met State and District requirements and are approved by their principals to serve as cooperating teachers. The university will review the list of available clinical educators and communicate with the school’s principal to secure her/his approval for placement.

Student Teacher/Intern Placement Process

Student Teachers/Interns must complete a Student Teacher Placement application to be considered for a Student Teaching/Internship assignment in Guilford County Schools. To apply, student teachers/interns should go to our website (www.gcsnc.com) and apply for the 'Admin/Student Teacher/Clinical Observation' position posted.

The step-by-step application processes are below for your reference.

STEP 1: COMPLETING THE PLACEMENT APPLICATION

- 1) Go to www.gcsnc.com
- 2) Click the '[Careers](#)' Tab.
- 3) Click the '[Apply Here](#)' link.
- 4) Click the '[Admin/Student Teacher/Clinical Observation](#)' link under 'Categories' It will be the first option.
- 5) Click the 'Apply' tab on the '[Fall 2020 Student Teacher Placement Application](#)' position.

After clicking 'Apply,' student teachers/interns will be directed to the screen below.

Guilford County Schools - Employment Application

Home Employment Application Login to Existing Application

Welcome, New Applicant!

Please start your application with Guilford County Schools.

Please carefully review the following information regarding our online application process.

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.
- Your application will be considered "in process" until you complete it. **The school district will have the ability to view it, even if you do not complete it.**
- All fields marked with the red asterisks are required.
- **Do not type in ALL CAPITAL LETTERS.**

Activities for you:

- START**
begin the process
- LOGIN**
to existing account
- IMPORT**
from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Guilford County Schools.

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- Student teachers/interns who do not have an application on file, will click the 'Start' link.
- Student teachers/interns who have an application on file or are Guilford County Schools employees will log in to their application on file. You will begin your Student Teacher/intern application at [Section Four](#) of this document.
- If you have questions, please call (336) 370 – 8319 for assistance.

SECTION ONE: PERSONAL INFORMATION PAGE

The screenshot shows the 'Personal Info' section of the application. It includes a navigation menu on the left with '1. Personal Info' selected. The main content area contains a message: 'Please enter all required information.' Below this are two sets of name fields: 'Name' and 'Other', each with dropdowns for Title, First, Middle Initial, Last, and Suffix. A note states: 'The following information is needed for you to continue your application at a later date.' This is followed by a list of instructions: 'Your email address will be used to communicate with you. (be sure to use your full Internet email address)', 'Your password prevents others from viewing your application. Choose any password you would like. By assigning your application a password you will be able to stop and continue the application process at any step. You can return to complete an application up to 25 days later by clicking "Continue/modify my application for employment" and then entering your email address and password.', and 'If you do not have an email address, click here to sign up for a free account with yahoo mail.' Below these are input fields for 'Email Address', 'Confirm Email', 'Social Security Number', 'Confirm SSN', and 'Password'. The 'Email Address' field has a red asterisk and a 'Not Available Email Address' error message. The 'Password' field has a red asterisk and a 'Password Required' error message. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- The personal information section of the application is the first section of the application.
- After filling in the information, click 'Next Page.'

SECTION TWO: CURRENT EMPLOYMENT STATUS

The screenshot shows the 'Current Employment Status' section of the application. It includes a navigation menu on the left with '2. Current Employment Status' selected. The main content area contains a message: 'Please enter all required information.' Below this is the question: 'Are you currently an employee of Guilford County Schools?' with two radio button options: 'No, I am not currently an employee of Guilford County Schools' and 'Yes, I am currently an employee of Guilford County Schools'. A note states: 'Note: All applicants who are substitutes in the district should select "external" applicant or indicate that they are not a current employee of the District when applying for positions unless you are a substitute bus driver, substitute safety assistant, or substitute school nutrition employee. Substitutes in these areas should select that they are a current employee or an internal applicant when applying for positions in the District.' Below this is a message: 'This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Guilford County Schools.' At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- Student teachers/interns who are not Guilford County Schools Employees will click 'No' in this section.
- Once done, click 'Next Page' to continue the application process

SECTION THREE: POSTAL ADDRESS

Guilford County Schools - Employment Application

Home Employment Application Forms

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Student Teaching/Internship University Information
7. Confirmation

Please list your mailing address.

Fields preceded by a red asterisk (*) are required.

*** Permanent Address**

Number & Street: Number & Street: is required

Apt. Number:

City: City: is required

State/Province: NC

Zip/Postal Code: Zip/Postal Code: is required

Country: United States of America

Daytime Phone: Daytime Phone: Number is required

Home/Cell Phone:

Present Address

Number & Street:

Apt. Number:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Until what date?:

Applicant Tracking
Formerly ApplTrack Recruit & Fit

Save as Draft Finish and Submit

Prev Page Next Page

- Only the Permanent Address is required in this section.
- Click 'Next Page'.

SECTION FOUR: VACANCY DESIRED

Guilford County Schools - Employment Application

Home Employment Application Forms

Navigation:

1. Personal Info
2. Current Employment Status
3. Postal Address
4. Vacancy Desired
5. Position Desired
6. Student Teaching/Internship University Information
7. Confirmation

Please check the positions for which you would like to be considered.

Options: [group by location](#) | [search for jobs](#)

Title Contains:

Posting Contains:

In Category: Select Category

At Location: -- Any Location --

Within: 5 miles of Zip:

Posted in the last: All Dates

Search

Admin/Student Teacher/Clinical Observation

General

JobID 20120: Fall 2020 Student Teacher Placement Application - By Invitation Only!
Location: GUILFORD COUNTY SCHOOLS

How many years of experience do you have in similar positions?

Positions open unexpectedly and fill quickly. If you would like to be considered for positions that are not listed above, please establish a pre-employment file by completing this online application. Indicate the areas for which you would like to be considered on the next page (Step 4 - Position Desired). Thank you for your interest in Guilford County Schools

Applicant Tracking
Formerly ApplTrack Recruit & Fit

Save as Draft Finish and Submit

Prev Page Next Page

- The 'Fall 2020 Student Teacher Placement Application' will already be selected. If it is not selected, please type 'Fall 2020 Student Teacher Placement Application' in the 'Title Contains' box.
- Click 'Next Page'.

- **Selecting another vacancy, such as substitute teaching or a licensed position will result in several additional and required steps being added to the application (i.e. being required to complete the TeachFit assessment, upload transcripts and list references). We do not recommend that you select additional positions of interest at this time.**

SECTION FIVE: POSITION DESIRED

- To continue with the application for student teaching, click 'Next Page' **without** making a selection.
- **Selecting another position, such as substitute teaching or a licensed position, will result in several additional and required steps being added to the application (i.e. being required to complete the TeachFit assessment, upload transcripts and list references). We do not recommend that you select additional positions of interest at this time.**

SECTION SIX: Student Teaching/Internship University Information

- This information on this page is required to successfully submit the Student Teacher/Intern Application.

SECTION SIX: CONFIRMATION

The screenshot shows the 'Guilford County Schools - Employment Application' confirmation page. The navigation menu on the left includes: 1. Personal Info, 2. Current Employment Status, 3. Postal Address, 4. Vacancy Desired, 5. Position Desired, 6. Student Teaching/Internship University Information, and 7. Confirmation (highlighted). The main content area features a message: 'Your Application is ready to be updated.' Below this, it instructs the user to read the following before submitting: 'Please read the following before submitting your Application.' A list of instructions follows: 'You should [print, review](#) your Application. You may need to [download](#) Adobe Acrobat if the print doesn't work. This is what hiring administrators will see.' 'If you do not wish to submit your Application yet, click [save as draft](#).' 'If you want to mark your Application as **'completed'** and submit it to Guilford County Schools for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).' 'Upon submission, your application will become active in our files. You will be notified by email when your application expires so that you can log in and re-activate it if you wish.' A 'Submit Application' button is centered below the instructions. At the bottom, there are buttons for 'Applicant Tracking', 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page'.

- Click 'Submit Application' to complete the application process.

STEP 2: COMPLETING BACKGROUND CHECK REQUIREMENT

All student teacher/interns who work with students in Guilford County Schools must complete a background check through the district. The following are the steps to be followed to complete this requirement.

When the application is submitted, Guilford County Schools Human Resources will send student teachers/interns an electronic copy of the ***Student Teacher/Intern Background Check Form***. If the student teacher/intern is already an employee who has completed a background check, he/she will not have to complete the form again.

The two screenshots show the 'Background Check Form' in the application system. The left screenshot shows the form's header and a 'Warning: You are not the assigned user for this step.' message. The right screenshot shows the form's fields, with red asterisks indicating required information: Last Name, First Name, Middle Name, Other (Widens, Aliases, etc.), Gender, SSN, Present Address, Date of Birth (MM/DD/YYYY), and Phone Number. The 'Date of Birth' field is highlighted with a red asterisk. The bottom of the form includes a 'Save as Draft' button and a 'Next Page' button.

- The required portions of the form are marked with a red asterisk.

Out – of – State Background Check

If the student has lived outside of the state of North Carolina within the last seven years while over age 16, we require a background check in those states through the company BIB, Inc.

- When the **Student Teacher/Intern Background Check Form** is submitted, Guilford County Schools Human Resources will send student teachers/interns who need an out – of – state background check an email with the link to the BIB portal to complete this process.
- BIB charges a \$15 fee to complete the background check. Student Teachers/Interns will submit their payment to BIB, Inc. in the background check portal.

If we have questions regarding the results of the North Carolina and/or out – of – state background check, we will notify the student teacher/intern placement coordinator and will send the student teacher/intern an email to request additional information as needed.

STEP 3: COMPLETE THE INFORMATION FORM AND CONFIDENTIALITY AGREEMENT

When the 'Fall 2020 Student Teacher Application' is submitted, Guilford County Schools Human Resources will send the student teacher/intern the **Student Teacher/Intern Information Form** and the **Student Teacher/Intern Confidentiality Agreement**. To complete the **Student Teacher/Intern Information Form**, the student teacher/intern will need to know their student teaching/intern placement. Please speak with your Placement Coordinator prior to completing this section if you do not know your assignment (school, principal name, GCS teacher name with whom you will be working).

Note: A hard copy of the Confidentiality Agreement can be found on page 11.

Student Teacher/Intern Information Form

The screenshot displays the 'Guilford County Schools - Employment Application' portal. On the left, a sidebar lists 'Forms sent to you:' with three items: 'Student Teacher/Intern Confidentiality Agreement' (not submitted, delivered 5/6/2020), 'Student Teacher/Intern Information Form' (not submitted, delivered 5/6/2020), and 'Guilford County Schools Student Teacher/Intern Background Check Form' (not submitted, delivered 5/6/2020). The main content area shows the 'Student Teacher/Intern Information Form' for 'Guilford County Schools' and applicant '20120 - Fall 2020 Student Teacher ...'. The form is titled 'STEP 1 - TO BE COMPLETED BY THE STUDENT TEACHER' and contains the following fields:

- Student's Name (First, Middle, Last):
- Contact Phone Number:
- Student Teacher e-mail:
- Licensure Area:
- University/College:
- I plan to begin Student Teaching: (Please indicate Fall/Spring Year 20__):
- Student Teacher/Intern Placement Coordinator's Name:
- Student Teacher/Intern Placement Coordinator's e-mail address:
- Student Teacher/Intern Placement Coordinator's telephone number:
- Student Teaching/Intern School Site:
- Principal/Supervisor's Name:
- Principal/Supervisor's Email Address:

At the bottom of the form, there are buttons for 'Applicant Tracking', 'Save as Draft', and 'Next Page'.

The student teacher/intern will provide GCS Human Resources with the following information on the *Student Teacher/Intern Information Form*:

- Student’s Name
- Contact Information
- Licensure Area
- College/University
- Semester of student teaching
- Student Teacher/Intern Coordinator’s Name and Contact Information
- School Site
- Principal/Supervisor’s Name
- Clinical Educator’s Name, Subject Area and Grade Level

Student Teacher/Intern Confidentiality Agreement

The screenshot displays the 'Guilford County Schools - Employment Application' web interface. On the left, a sidebar shows 'Forms sent to you:' with two entries: 'Student Teacher/Intern Confidentiality Agreement' and 'Student Teacher/Intern Information Form', both marked as 'not submitted'. The main content area is titled 'Student Teacher/Intern Confidentiality Agreement'. It shows the organization as 'Guilford County Schools' and the applicant as '20120 - Fall 2020 Student Teacher ...'. A warning message states: 'Warning: You are not the assigned user for this stage.' Below this, there are links for 'Show History' and 'Remove Applicants or Employees'. The form content includes a heading 'INTERN STUDENT RECORDS AND CONFIDENTIALITY AGREEMENT' and a paragraph of text: 'The undersigned will be working in the Guilford County Schools under the supervision of a college or university pursuant to a program between that institution and GCS. For purposes of this Confidentiality Agreement, the undersigned is referred to as "Intern". As an express condition of being permitted to work and learn in the Guilford County Schools, the undersigned Intern acknowledges that confidential student information will be available to Intern and that State and federal law protect that information from distribution to any person not providing educational services to students as contemplated in the Family Educational Right and Privacy Act, FERPA, 20 U.S.C. 1312, and N.C.G.S. 115C-402. The Intern expressly agrees as follows: 1. Documents and Records: The Intern, in the performance of the duties required, may have access to or may create confidential student documents and records. Intern agrees to preserve the confidentiality of such records and to destroy the records as soon as they are no longer necessary for the performance of Intern's obligations pursuant to the program placing Intern with the GCS students. During the course of performing the services pursuant to an internship program at GCS, Intern will have access to confidential student information ("Education Records") protected by the Family Educational Records Privacy Act (34 CFR 99), the North Carolina Identity Theft Protection Act and the federal Social Security Act. Intern shall protect the Student Records whether the Records are stored electronically and/or by hard copy. Additionally, Intern will use the Education Records only for the purpose of fulfilling its duties under the Program, and will not share such data with or disclose it to any third party except as provided for in the Program unless authorized in writing by the GCS. For the purpose of this Agreement, Intern shall be designated as a "school official" with "legitimate educational interests" in GCS's educational records, as those terms have been defined under FERPA and its implementing regulations, and Intern agrees to abide by the limitations and requirements imposed by 33 C.F.R. 99.33(a) on school officials.'

- Both forms require an electronic signature.

STEP 5—District Approval

When student/teachers/interns submit the ***Student Teacher/Intern Information Form***, the Student Teacher/Intern Placement Coordinator and the principal/supervisor at the selected school/site receive the form to review and approve the placement information. Guilford County Schools Human Resources will notify student teachers/interns and Student Teacher/Intern Placement Coordinators when applicants are approved to begin student teaching/internships at the selected sites.

Step One

- The Student Teacher/Intern submits the ***Student Teacher/Intern Information Form***.
- The ***Student Teacher/Intern Information Form*** is routed to the Student Teacher/Intern Placement Coordinator's email address listed on the document.

Step Two

- The Student Teacher/Intern Placement Coordinator receives an email from **mailbot@applitrack.com**. The subject line reads "Guilford County Schools Student Teacher Information Form is ready for Student Teacher/Intern Placement Coordinator Approval." The email includes a link to the ***Student Teacher/Intern Information Form***.

Step Three

- The Student Teacher/Intern Placement Coordinator reviews the information, and approves or denies the student teacher/intern placement information.
- If the information is approved, the student teacher/intern placement coordinator submits an electronic signature. If denied, the student teacher/intern placement coordinator contacts Raheela Ijaz at (336) 370 - 8319 or ijaz@gcsnc.com to provide additional information about the placement.

Step Four

- After the Student Teacher/Intern Placement Coordinator submits an electronic signature on the ***Student Teacher/Intern Information Form***, it is automatically routed to the principal/site supervisor listed on the form for approval.
- The principal/site supervisor approves or denies the student teacher/intern placement and submits an electronic signature.

Step Five

- The 'Student Teacher/Intern Information' form is routed to Guilford County Schools Human Resources.
- If the placement is denied by the principal/site supervisor, Guilford County Schools Human Resources contacts the Student Teacher/Intern Placement Coordinator.
- If the placement is approved, Guilford County Schools Human Resources sends the student teacher/intern and Student Teacher/Intern Placement Coordinator an approval email.



Student Teachers serving as Substitute Teachers

Student teachers cannot be paid as a substitute teacher for the duration of the student teaching assignment, except in the event of extenuating circumstances. When extenuating circumstances occur, the District will explore all feasible options to allow the student teacher an opportunity to continue her/his learning process under the supervision of a qualified teacher and to have minimum disruption to students in the class.

Practice regarding substitute status while student teaching in GCS:

It is not the practice of the District to pay a student teacher for services as a substitute teacher for the duration of her/his student teaching experience. A student teacher may serve as a substitute teacher only in the event of a long-term absence due to unforeseen and extenuating circumstances. Even then, a written and signed letter of approval from the principal and the Dean of the university's school of education must be submitted to the Guilford County Schools Director of Recruiting before final approval may be granted. The student must also complete all application requirements to be hired as a GCS substitute teacher prior to the start of the long-term absence.

The information above is shared each semester with all Student Teachers, University contacts and Principals with a student teacher.



INTERN STUDENT RECORDS AND CONFIDENTIALITY AGREEMENT

The undersigned will be working in the Guilford County Schools under the supervision of a college or university pursuant to a program between that institution and GCS. For purposes of this Confidentiality Agreement, the undersigned is referred to as “Intern”. As an express condition of being permitted to work and learn in the Guilford County Schools, the undersigned Intern acknowledges that confidential student information will be available to Intern and that State and federal law protect that information from distribution to any person not providing educational services to students as contemplated in the Family Educational Right and Privacy Act, FERPA, 20 U.S.C. 1312, and N.C.G.S. 115C-§402. The Intern expressly agrees as follows:

1. Documents and Records: The Intern, in the performance of the duties required, may have access to or may create confidential student documents and records. Intern agrees to preserve the confidentiality of such records and to destroy the records as soon as they are no longer necessary for the performance of Intern’s obligations pursuant to the program placing Intern with the GCS students. During the course of performing the services pursuant to an internship program at GCS, Intern will have access to confidential student information (“Education Records”) protected by the Family Educational Records Privacy Act (34 CFR 99), the North Carolina Identity Theft Protection Act and the federal Social Security Act. Intern shall protect the Student Records whether the Records are stored electronically and/or by hard copy. Additionally, Intern will use the Education Records only for the purpose of fulfilling its duties under the Program, and will not share such data with or disclose it to any third party except as provided for in the Program unless authorized in writing by the GCS.

For the purpose of this Agreement, Intern shall be designated as a “school official” with “legitimate educational interests” in GCS’s educational records, as those terms have been defined under FERPA and its implementing regulations, and Intern agrees to abide by the limitations and requirements imposed by 33 C.F.R. 99.33(a) on school officials.

2. Destruction of Records at Conclusion of Program: Intern agrees to destroy all personally identifiable student information as soon as the information is no longer required by the Program and to notify the Supervisor that the information has been destroyed.

3. Student Information and Social Media: In addition to the other prohibitions about disclosing confidential student information, Intern shall not disclose any personally identifiable information about students using any social media service or device and shall not communicate with any students of GCS using social media devices. Failure to abide by this provision will result in serious consequences, up to and including termination from the Program.

4. Security Breach: In the event that the security of personally identifiable data of students is breached by Intern, Intern shall be required to notify GCS immediately, but in no event within 24 hours, of any unauthorized access to data in violation of any state or federal law, including but not limited to FERPA or the North Carolina Identify Theft Protection Act. Such notice shall be in accordance with the Education Law §2d (6) and any implementing regulations thereunder.

I agree to abide by all of the terms of this Agreement as an express condition of participation in the Program allowing me access to GCS.

Student Teachers/Interns will receive and sign an electronic version of this document.

