



# SALEM•KEIZER PUBLIC SCHOOLS

## Student Teacher Handbook

Our Vision: All students graduate and are prepared for a successful life.

# Introduction to Student Teaching

## Contact Information

### ***Student Teacher Placement Coordinator***

Robert E. Jones

[jones\\_robert\\_e@salkeiz.k12.or.us](mailto:jones_robert_e@salkeiz.k12.or.us)

(503) 399-3061

- Teacher Liaison
- Placement Questions

### ***Recruitment Administrative Secretary***

Macy Mulholland

[mulholland\\_macy@salkeiz.k12.or.us](mailto:mulholland_macy@salkeiz.k12.or.us)

(503) 399-3061

- Policy Agreements
- Badge Access
- Email Access

### ***Licensed Recruiter***

Amy Solis-Gonzalez

[solis\\_gonzalez\\_amy@salkeiz.k12.or.us](mailto:solis_gonzalez_amy@salkeiz.k12.or.us)

(503) 399-3061

- Observation contact
- Employment opportunities liaison

### ***Director of Recruitment and Staffing***

Steve Nelson

[nelson\\_steve@salkeiz.k12.or.us](mailto:nelson_steve@salkeiz.k12.or.us)

(503) 399-3061

- Observation contact

### ***Principal on Special Assignment***

Tara Baldrige

[baldrige\\_tara@salkeiz.k12.or.us](mailto:baldrige_tara@salkeiz.k12.or.us)

(503) 399-3061

- Observation contact

## Student Teacher Checklist

We're happy to have you join our team of incredible educators and we are excited to help you navigate the process to become a teacher. Below is a checklist of several items you'll need to complete before joining your cooperating teacher in the classroom.

### Before Student Teaching

☐ Connect with Salem-Keizer Public Schools Human Resources Student Teacher Placement Coordinator, Bob Jones.

Student Teacher Placement Coordinator  
Robert E. Jones  
[jones\\_e\\_robert@salkeiz.k12.or.us](mailto:jones_e_robert@salkeiz.k12.or.us)  
(503) 399-3061

☐ Complete Criminal History/Background Check at:

<https://pubapp.salkeiz.k12.or.us/eligibilityform>

-You will receive an email as soon as we receive the form, and you will get another email when your criminal history check has been approved.

☐ Read through the Student Teacher Policy Agreement.

<https://salkeiz.k12.or.us/blog/wp-content/uploads/Employment/Student-Teaching/PAP-F020-Student-Teacher-Policy-Agreement.pdf>

☐ Sign and scan just the **FIRST** page of the Student Teacher Policy agreement. Email signed copy to Macy Mulholland.

<https://salkeiz.k12.or.us/blog/wp-content/uploads/Employment/Student-Teaching/First-Page-of-Policy-Agreement-Sign-and-Send.pdf>

Recruitment Administrative Secretary  
Macy Mulholland  
[mulholland\\_macy@salkeiz.k12.or.us](mailto:mulholland_macy@salkeiz.k12.or.us)  
(503) 399-3061

☐ Receive contact information for your cooperating teacher from Bob Jones or your university coordinator.

☐ Connect and meet with your cooperating teacher.

□ Placement confirmed by Salem-Keizer Public Schools after initial meeting with cooperating teacher.

□ Pick up badge from Human Resources at Lancaster Professional Center (District Office) 2450 Lancaster Drive NE Salem, OR 97305. You will receive an email letting you know when to pick your badge up.

\***Fall** Placements- Schedule for badge pick up will be provided to university coordinators and your coordinator will let you know the window of days that you are able to come in.

### **During Student Teaching**

□ Start in classroom based on schedule set with cooperating teacher.

### **At the Conclusion of Student Teaching**

□ Complete placement observations, letters of recommendation, and university requirements.

□ Turn in badge to Human Resources. Please do not turn in a badge to your cooperating teacher or school office manager. If you were given classroom keys, please return them to your school office manager.

□ Follow up with university coordinator for any other education requirements.

□ Start application to become a teacher with Salem-Keizer Public Schools: <https://salkeiz.k12.or.us/employment-home/>

## Getting Started- Account Access

Contact Technology:

Submit a Service Request Ticket:

### Student Teacher Email Access

You will receive an email from your university coordinator with information on how to set up your district email. The information for setting up an email account is below (minus your personalized login information).

The email will contain the following information, but will have your personalized email.

*Here's your temporary password and some instructions for logging in and setting a new password. Click on the [outlook.office.com](https://outlook.office.com) link below and use your district email address and the temporary password. You will then be prompted to set a new password. Enter the Temporary password as the old password and then type a new 16-character minimum password (no complexity is needed) and re-type in the confirm box. Also, please register for the Self Service Password Reset system (see link below).*

*Username: \_\_\_\_\_ (Usernames are limited to 20 characters, Email addresses uses full name)*

*Email Address: \_\_\_\_\_@salkeiz.k12.or.us*

*Temporary Password: \_\_\_\_\_*

- *To set-up your account navigate to <https://outlook.office.com/owa/>*
- *Follow the instructions you see on screen*
- *You will be prompted for your district email and your temporary password:*
- *You will then be prompted to set a new password*
- *When setting your password remember new passwords MUST have at least 16-characters. No complexity is needed. Consider using a passphrase, for example: "I love working with kids", but please don't use this example passphrase.*

- *Please register for Self-Service Password Reset at the following link, <https://salkeiz.k12.or.us/password-reset/>. Self-Service password reset gives you the power to reset your password yourself when you forget it. This will be required for staff in order to reset their passwords. There are a few resources on Insight 24J to help you register for the service.*

## **Grading and Attendance in Synergy (nothing else)**

Our schools use Synergy for grading and attendance. Access and use is determined by your cooperating teacher. Should you enter grades for your cooperating teacher, use the following instructions to access Synergy.

## **SKPS Google Drive**

Your google drive sign in will be the same information as your District Outlook account.

- Go to Google.com
- Click the Sign In button
- Enter your email ([lastname\\_firstname@salkeiz.k12.or.us](mailto:lastname_firstname@salkeiz.k12.or.us)). \*Note: do not use @gmail.com, you will need to use your full Outlook address.
- Enter your password.
- Your cooperating teacher may need to share classroom drives with you. This is decided by your cooperating teacher.