



Millard Public Schools Student Teacher Placement Process

Step 1 **Submit your student teaching application to your College or University.**

Step 2: **Your College or University will submit your request with the required documentation to the Millard Public Schools Human Resources Office.**

Request will include:

- a. **Name of Student Teacher**
- b. **Grade(s) and/or content area desired**
- c. **Requested school(s), if any**
- d. **Requested teacher(s), if any**
- e. **Specific dates of placement**
- f. **Copy of student transcript**

Step 3: **The College or University will direct you to complete the Millard Public Schools online student teacher application and the Gallup Teacher Insight online assessment before placement can be considered. The student teacher application and Gallup Teacher Insight can be found on the Millard Public Schools district website, www.mpsomaha.org, on the Human Resources page under Student Teachers.**

Step 4: **The Human Resources Office attempts to make the requested placements.**

Step 5: **The Human Resources Office will contact your College or University to discuss placements that were made and those we were unable to place.**

Questions regarding this process can be directed to Jeanine Beaudin, Human Resources Recruiter, at jbeaudin@mpsomaha.org or Cindi Alberico, Human Resources Specialist, at calberic@mpsomaha.org. For phone inquiries, call 402-715-8200.