



New Diana I.S.D.

Student Interns/Student Observations Placement Process

STUDENT OBSERVATIONS PLACEMENT PROCESS:

- **For student observation placement contact the Principal of the school to set up a time and teacher assignment for the observation period:**

Teresa Beckham, Principal
Robert F. Hunt Elementary; 903-663-8004

Joaquin Guerrero, Principal
New Diana Middle School; 903-663-8002

Mark Ferrer, Principal
New Diana High School; 903-663-8001

- **Check-in at the campus office as a teacher observer. Upon arrival to the campus have your drivers' license ready for the Rapter Check-in.**

If you need further assistance with your observation placement please contact Dr. Scott Farler at 903-663-8000 Ext. 200.

STUDENT CLINICAL INTERN PLACEMENT PROCESS:

- **College professor or student sends a student clinical placement request to Dr. Farler, Curriculum Director at NDISD.**

Email to: sfarler@ndisd.org or

**Mail to: New Diana ISD
Administration
1373 US HWY 259 S
Diana, TX 75640**

- **Each student must to go to New Diana ISD's website and complete a student teacher application. (All forms are electronic)**

Go to: http://www.ndisd.org/departments/human_resources

Click on View Open Positions; Choose "Student Teacher"; Click on the red rectangle(APPLY**) located at far right of screen, from here student will completely fill out the application.**

Note that the form for Criminal History Record requests is included in this application packet online.

- **After the application is filled out completely, a background check will be conducted and if needed the student will be scheduled for finger-printing. An email will be sent to student to set up an appointment time.**
- **Placement will then be determined once fingerprinting and background check is cleared.**
- **At this point we will communicate with the referring college/university and/or the student intern, regarding placement information (mentor teacher, grade level and campus). The student intern will be responsible for contacting the campus principal(s) prior to the date for the clinical placement.**

Thank you so much for your interest in our school. Call us if you have any questions at 903-663-8000 Ext. 200