



# Request for Field Experience Placement Packet (24-25)

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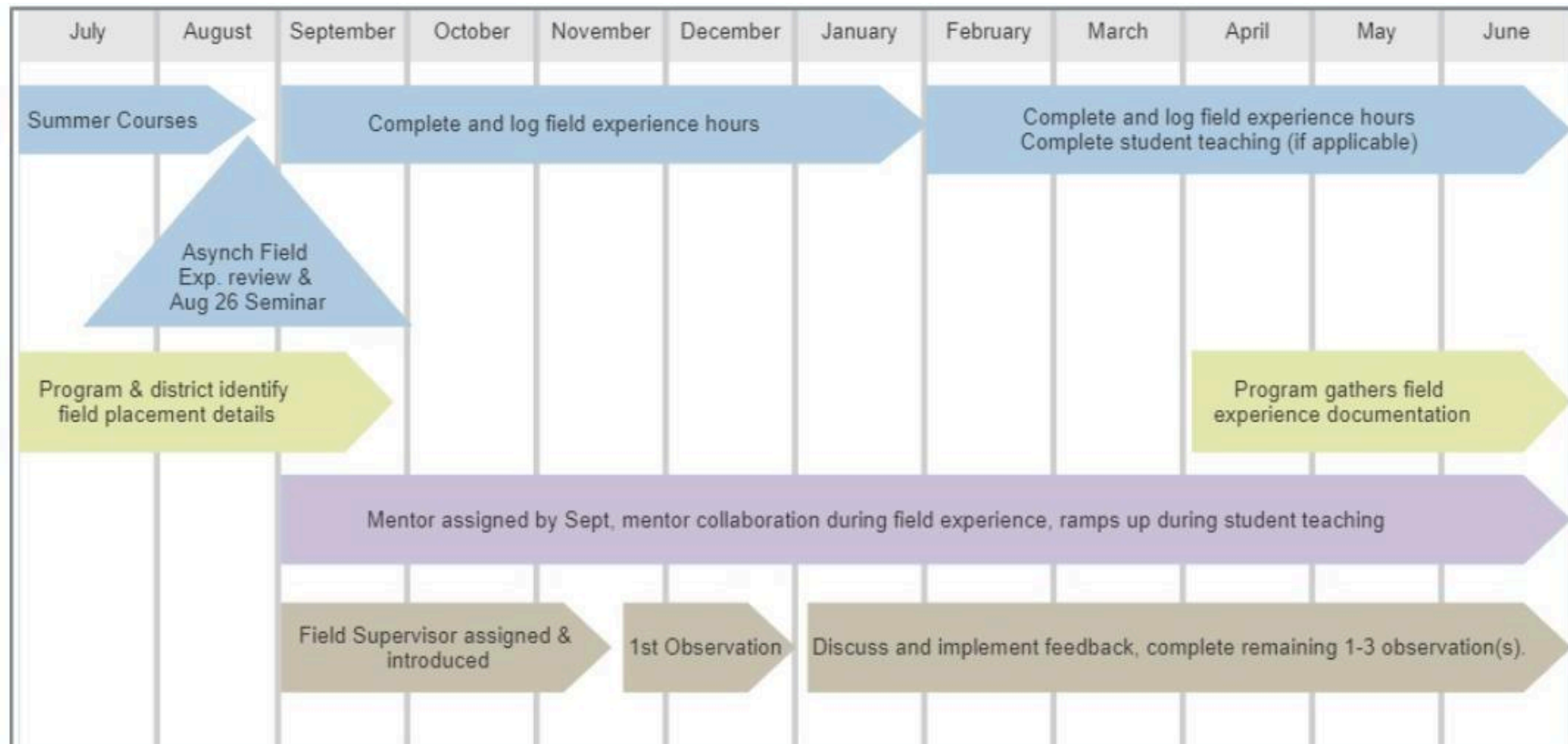


# Request for Field Experience Placement Packet (24-25)

## ESD-U Field Experience Timeline

### KEY

- BLUE = ESD-U Candidates
- GREEN = Program & Districts
- PURPLE = Mentors
- BROWN = Field Supervisors



# ESD—U Request for Field Experience Placement Packet (24-25)

## Responding to Request for Placement

Please **complete the steps below at your earliest convenience, and no later than November 1.** If more time is needed, please contact us - we understand this is a busy time of year.

1. Review the information for your district's ESD-U candidates on the 'ESD-U Field Experience Placement' Google Sheet, linked in the email from ESD-U program staff
2. Enter updates in the columns highlighted yellow for each candidate, indicating...
  - a. **District Priority?** = Indicate Yes/No if you consider this candidate to be a top priority for getting certificate/endorsed through ESD-U in the upcoming year
  - b. **District Approval for Field Experience Placement?** = Indicate Yes/No if district agrees to provide field experience opportunities with a residency placement as described in the following pages of this packet. Field experience opportunities can be provided by:
    - i. Employing the candidate in the upcoming school year OR
    - ii. Providing the candidate with access to students/classrooms to volunteer their time to complete their field experience in the upcoming school year
  - c. **Employing for the School Year?** = Indicate Yes/No if your district is planning on employing the candidate during the school year, and if 'Yes', enter the Position Employed.
    - i. If this changes in the future, we can make adjustments as needed, however we want to inform candidates on whether they may be expected to volunteer their time to complete their field experience.

Complete the next step for each candidate when you have the relevant information. This information can be filled in as these details are finalized, and we understand that you may not know this information for all candidates at the same time, and/or the information may change over the next couple months. We prefer for this information to be completed for **Route 4 and Retooling candidates as soon as possible**, and to be completed for **Route 2 & Route 3 candidates before December 1<sup>st</sup>**.

3. Enter the remaining information regarding field experience placement:
  - a. School building placement (for general field experience and/or student teaching)
  - b. Student teaching dates
  - c. District key contact info (name and email, often the principal or direct-supervisor)
  - d. Mentor info (name and email) and collaborating teacher info (name and email, if applicable)

If you are unable to provide field experience opportunities, ESD-U staff will notify the candidate, unless you request otherwise and would like to contact the candidate directly.

If you are unable to provide field experience opportunities for a candidate this year, please contact the ESD-U Program Specialist as soon as possible so options can be discussed with the candidate.

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## Using the ‘ESD-U Field Experience Placement’ Google Sheet

ESD-U has created a Google Sheet specifically for your district to share information about individuals connected with your district who are enrolled in the ESD-U Program. Please review the information in this packet, and then use the ‘ESD-U Field Experience Placement’ Google Sheet to indicate for each candidate whether you will be able to provide a field experience placement for the upcoming school year.

The ‘ESD-U Field Experience Placement’ Google Sheet will be used throughout the year, so program staff and the district staff can view updates in real-time, to reduce emailing lists back-and-forth. ESD-U program staff will be automatically notified when you update your Google Sheet.

TABS LOCATED AT BOTTOM OF SHEET		
Tab Name	Purpose	Who edits?
<b><i>Enrolled</i></b>	Lists the individuals connected with your district who are enrolled in the program. <b><u>This is the main tab that will be used throughout the year.</u></b>	<ul style="list-style-type: none"> <li>● Gray Columns = Program updates the information automatically</li> <li>● Yellow Columns = District enters info with approval status</li> <li>● Orange Columns = District enters info with placement details</li> </ul>
<b><i>Pending District (Unconnected)</i></b>	Lists the candidates who are not currently connected to a district and are pending placement. If districts have an open position that one of these candidates could help fill, or are interested in supporting additional candidates, please contact the program to discuss.	Program updates the information automatically

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## **‘Field Experience Agreement Form’ versus ‘Request for Placement’**

You may have been asked by some candidates to complete a [‘Field Experience Agreement Form’](#) as part of their application submission. This is because applicants for ESD-U must provide evidence that a school, district or learning institution has agreed to provide access to appropriate field experience opportunities throughout the upcoming school year, to fulfill program field experience requirements. We use the Field Experience Agreement Forms as an initial agreement and the first step in the placement process.

The next step is this official request for placement and the information in the ‘ESD-U Field Experience Placement’ Google Sheet, which serves as the final confirmation on whether the district will be able to provide appropriate field experience opportunities in the upcoming year.

Even if you have already completed a Field Experience Agreement Form for a candidate, we will still ask that you provide the information in the ‘ESD-U Field Experience Placement’ Google Sheet.

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## ESD-U Field Experience Requirements

Below are the general ESD-U field experience requirements. Please refer to the [ESD-U Field Experience Handbook](#) for additional details. If you indicate “Yes” on the ESD-U Field Experience Placement Google Sheet, you are indicating that your district will be able to provide access to field experience opportunities. If you are unsure, or not able to provide field experience opportunities for one or more of the requirements, please contact the ESD-U Program Specialist at [alissa.jolly@esd112.org](mailto:alissa.jolly@esd112.org) to discuss whether the program would be able to help provide support.

### ***Requirements for All Candidates***

- Placement within the district to complete ESD-U program field experience requirements that includes at least one (1) student from the candidate’s endorsement area.
- Opportunities to work with students in a classroom or other learning environment.
- Opportunities to engage in case management activities relating to the students they are working with.
- Opportunities to engage in Professional Learning Community (PLC) meetings and other discussions with teachers, paraeducators, administrators, and specialists regarding student data and behavior.
- Opportunities to lead adults in a classroom or other educational setting, such as paraeducators, volunteers, parents, staff, etc.
- Ability to allow ESD-U Field Supervisor to complete multiple observations throughout the field experience (number dependent on role/route).
- Opportunities to work with (at minimum) at least one student from the candidate’s endorsement area(s):
  - Elementary Education Stand-Alone Endorsement: Candidates should work in general education classrooms (K-8). It is recommended that candidates get some experience (general or student teaching) in different content areas. This experience can be the candidate doing an observation, assisting with instruction for the class, and/or instructing the class.
  - Special Education Stand-Alone Endorsement: Candidates should work in special education classrooms and/or in classrooms with students with disabilities in a variety of classroom settings.
  - Elementary Education and English Language Learner Dual Endorsement: Candidates should work in general education classrooms (K-12) AND also work with at least one (1) student who is identified as ELL.
  - Special Education and Elementary Education Dual Endorsement: Candidates should work in special education classrooms (K-12) AND also work with at least one (1) student who is considered general education (i.e., does not have an IEP/504 plan).

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The grade level for placement can be based on district need and/or candidate preference. For ELEM candidates it is recommended that candidates get some experience (general or student teaching) in different grade level bands (K-2, 3-5, 6-8). This experience can be the candidate doing an observation, assisting with instruction for the class, and/or instructing the class.

General field experience for ESD-U involves three main categories: working with students, case management activities, and leading adults. Examples of general field experience include (but are not limited to): working as a paraeducator, observing classrooms, attending PLC meetings, reviewing assessment data, collaborating with paraeducators/instructors/specialists, attending parent meetings, leading paraeducators, etc. Some activities do not count toward general field experience, such as: professional development activities, grading, prep time, playground duty, coaching, etc.

An [ESD-U Field Experience Checklist](#) has been created and indicates specific activities for candidates to complete. The checklist may be used by candidates, mentors, and building administrators to ensure candidates receive a thorough and varied field experience.

## ***Requirements for Route 2/3/4 Teacher Candidates ONLY***

- Assign a mentor to provide support through the field experience, who has experience in the endorsement area, and who has been certified for at least 3 years.
- Provide opportunities to both observe and be observed by the mentor and other experienced educators.

## ***Requirements for Retooling Candidates ONLY***

- At least two observations while directly working with students.
- Since field education is aligned with the work of candidates, and retooling candidates are required to complete self-evaluation, observation, and formal evaluations by building administrators, in *extenuating circumstances* retooling candidates may choose to submit copies of their final evaluations from their supervisor(s) in lieu of an observation and evaluation from an ESD-U field supervisor. This must be discussed with and approved by program staff.

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## ESD-U Field Experience Hours & Plans (by Role)

Field experience requirements vary based on the candidate’s route and role. The table below provides a summary of requirements for each kind of role. Full details for these plans and requirements are included in the [ESD-U Field Experience Plans](#) and the [ESD-U Field Experience Handbook](#).

Role/Plan	Route	General Field Experience	Student Teaching	Total Hours	Mentor Needed	Placement Dates
<b>Plan A:</b> Para or Emergency Sub	Route 2, Route 3, Retooling	*420 hours	120 hours minimum	540 hours	Yes for Routes 2/3	Jan (or earlier) - June
<b>Plan B:</b> Classified Staff (not para)	Route 2, Route 3	*360 hours	240 hours minimum	600 hours	Yes	Jan (or earlier) - June
<b>Plan C:</b> Not Employed by District	Route 3, Retooling	*360 hours	240 hours minimum	600 hours	Yes for Route 3	Jan (or earlier) - June
<b>Plan D:</b> Non-Certificated Teacher of Record	Route 4	1000 hours	Fulfilled through role	1000 hours	Yes	Sept - June
<b>Plan E:</b> Lead Certificated Teacher	Retooling	450 hours	Fulfilled through role	450 hours	No	Sept - June
<b>Plan F:</b> Certificated Coordinator (or similar)	Retooling	450 hours	Fulfilled through role	450 hours	No	Sept - June

*\*Can have fewer general field experience hours if increase student teaching hours.*

**STUDENT TEACHING** involves the candidate **creating** lessons and **leading** instruction for a **consistent group** of students over a **consecutive period of time**. Student teaching hours can be full, consecutive days **OR** a different format if that will better serve the school/students (ex: half days, Mon/Wed/Fri, specific periods, etc.).

**MENTORS** should be assigned to Route 2/3/4 candidates prior to the beginning of their field experience and should be selected based on current [Beginning Educator Support Team \(BEST\) mentor standards](#). This includes having the mentor be experienced in the endorsement area, certified for at least three years, and have completed/be willing to complete [BEST Mentor Academy 101](#). Names and email addresses for mentors should be sent to program staff for reporting purposes and payment.



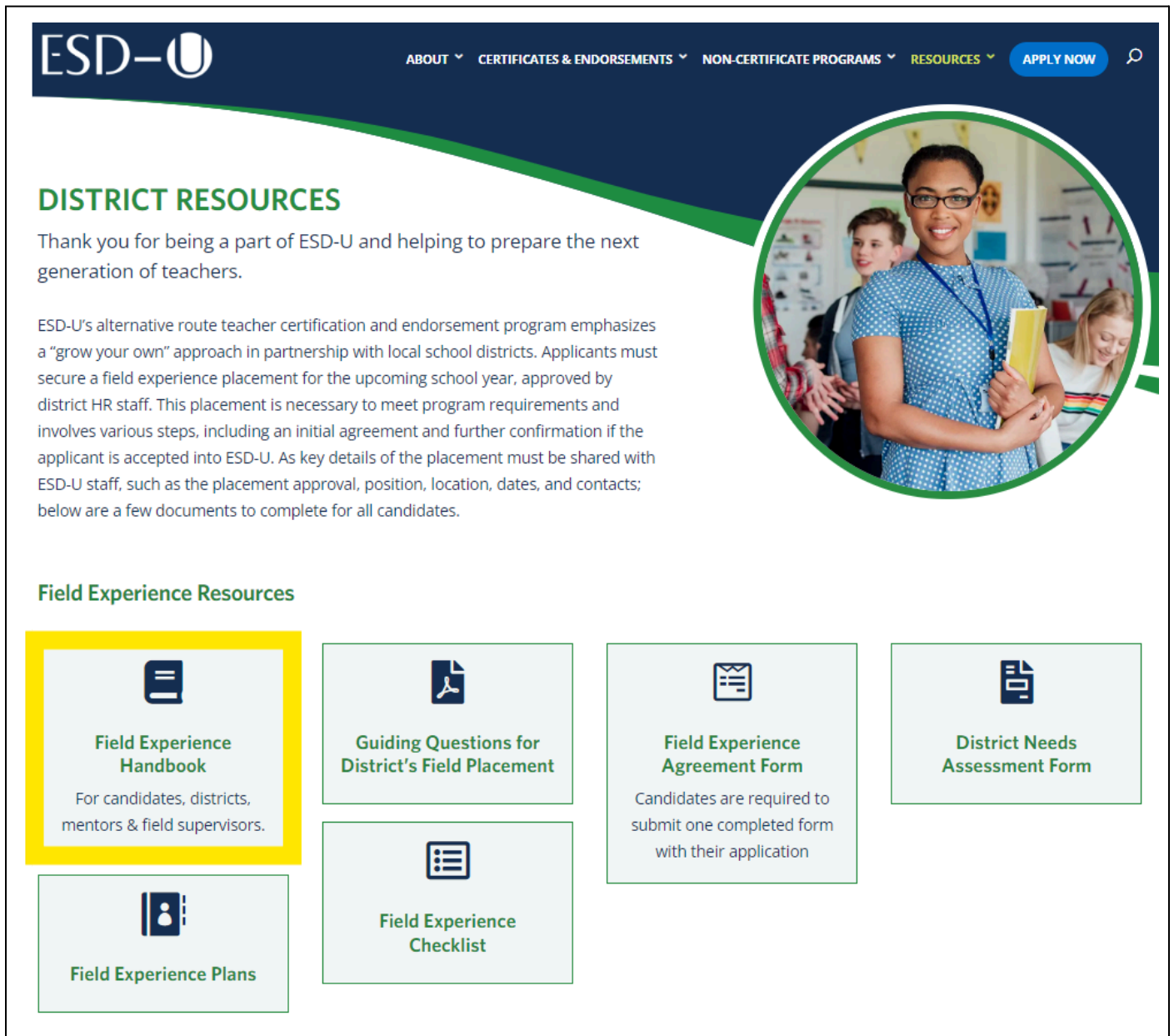
# ESD-U Request for Field Experience Placement Packet (24-25)

## ESD-U Field Experience Handbook

A manual providing explanations and clarification around all components related to ESD-U field experience. Different sections are geared towards candidates, districts, mentors, and field supervisors. This handbook is intended to be used as a reference as needed, and will be provided to candidates, mentors, and field supervisors as they are onboarded.

[Click here to access the current version of the ESD-U Field Experience Handbook.](#)

Note: The Field Experience Handbook is available on the [ESD-U website](#) in the District Resources and Faculty Resources pages. It is also distributed to individuals once they are enrolled/hired by the program (dependent on their role).









**ESD-U** ABOUT ▾ CERTIFICATES & ENDORSEMENTS ▾ NON-CERTIFICATE PROGRAMS ▾ RESOURCES ▾ APPLY NOW 🔍

### DISTRICT RESOURCES

Thank you for being a part of ESD-U and helping to prepare the next generation of teachers.

ESD-U's alternative route teacher certification and endorsement program emphasizes a "grow your own" approach in partnership with local school districts. Applicants must secure a field experience placement for the upcoming school year, approved by district HR staff. This placement is necessary to meet program requirements and involves various steps, including an initial agreement and further confirmation if the applicant is accepted into ESD-U. As key details of the placement must be shared with ESD-U staff, such as the placement approval, position, location, dates, and contacts; below are a few documents to complete for all candidates.

#### Field Experience Resources

-   
**Field Experience Handbook**  
For candidates, districts, mentors & field supervisors.
-   
**Guiding Questions for District's Field Placement**
-   
**Field Experience Agreement Form**  
Candidates are required to submit one completed form with their application
-   
**District Needs Assessment Form**
-   
**Field Experience Plans**
-   
**Field Experience Checklist**

# ESD-U Request for Field Experience Placement Packet (24-25)

## ESD-U Field Experience Checklist

A checklist that is used by candidates, mentors, field supervisors, and building administrators to ensure candidates are receiving a varied and thorough field experience. Field experience opportunities can be created based on the items on the checklist.

There are currently no specific parameters for when field experience opportunities should occur and the district team (including the candidate, building administrator, mentor, and/or HR staff) can determine when it makes the most sense for these opportunities to occur, based on the needs and environment of the field placement location. The district team is welcome to also get input from the ESD-U appointed field supervisor and/or the ESD-U Program Specialist.

This checklist is intended to be checked off throughout the candidate’s field experience and will be provided to candidates, mentors, and field supervisors as they are onboarded.

[Click here to access the current version of the ESD-U Field Experience Checklist.](#)

Program staff are in the process of aligning InTASC standards to field experience activities. What you see on the current checklist is an initial alignment for some of the activities and when this is fully updated, we will notify all users of the checklist. The checklist can be used now - we do not need to wait for the InTASC standard alignment to be completed.

Note: The Field Experience Checklist is available on the [ESD-U website](#) in the District Resources and Faculty Resources pages. It is also distributed to individuals once they are enrolled/hired by the program (dependent on their role).

*Example of items on checklist*

✓	ACTIVITY	InTASC STANDARD
<b>PLANNING</b>		
<input type="checkbox"/>	Attend at least two (2) faculty meetings.	3(a) The teacher collaborates with learners, families, and colleagues to build a safe, positive learning climate of openness, mutual respect, support, and inquiry.
<input type="checkbox"/>	Attend and participate in at least two (2) PLC meetings.	9(a) The teacher engages in ongoing learning opportunities to develop knowledge and skills in order to provide all learners with engaging curriculum and learning experiences based on local and state standards. 9(b) The teacher engages in meaningful and appropriate professional learning experiences aligned with his/her own needs and the needs of the learners, school, and system.

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## Guiding Questions for District Team’s Placement Discussions

This section offers a variety of optional guiding questions for district teams as they collaborate to identify the field placement plan for their ESD-U candidates. District teams may be HR staff, building administrator/supervisor, mentor/cooperating teacher, and the candidate (as appropriate).

District teams are not required to submit the answers to the guiding questions to the program. However, the following information regarding the candidate’s field placement must be provided to ESD-U program staff via the ‘Request for Field Experience Placement’ shared google sheet, or emailed directly:

1. Confirmed approval for field experience placement for the upcoming year
2. Position for the upcoming year (if employed)
3. School/building where student teaching will occur
4. Student teaching start/end dates
5. Key contact name and email (often principal/supervisor)
6. Mentor name and email

In addition to these general field placement details, district teams should identify a field placement plan for the candidate as they complete their field experience. It is important to consider how the candidate will have access to appropriate field experience opportunities to work with students, participate in case management activities, and lead adults. District teams are welcome to refer to the [ESD-U Field Experience Checklist](#) that includes a detailed list of these activities. The questions below are provided to help guide district teams through identifying an individualized plan that is best suited for the candidate, the school, and the students being served.

- What is the candidate’s position for the upcoming year?
  - Through that position, will they have access to working with students, case management activities, and leading adults? If not, how/when will they get access? (ex: SPED paraeducator getting access to IEPs)
  - How might that access need to shift throughout the year?
- What school/building/classroom will the candidate be placed in?
- Who will be the mentor? (Routes 2/3/4 only)
  - Do they have at least three (3) years experience as a certificated teacher?
  - Have they completed Mentor Academy 101 (or an equivalent alternative)?
  - Will they be located in the same building? If not, how will the mentor/mentee collaborate?
- Will an ESD-U field supervisor be able to do in-person observations?
  - Would there be any special notes a field supervisor should know for an in-person observation?



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- Will the candidate be able to video-record lessons to submit as observations?
  - o What are the district policies and procedures for video-recording?
  - o Does the district have video-recording tools that the candidate can use? (ex: camera, tripod, microphone, etc.)
- What will student teaching look like?
  - o Start/end dates - specifically for student teaching
  - o When will full-day, full-classroom student teaching days occur?
  - o Will any student teaching occur in small groups and/or partial days rather than full-classroom/full-days?
- Will the candidate have the ability to participate in a school Professional Learning Community (PLC)? When?
- Will the candidate have access to student data?
  - o Note: Access to IEPs will be required for SPED candidates from September - June of the cohort year.
- Will the candidate experience different kinds of classrooms/environments than what they typically experience? Some options are listed below:
  - o Observe other classrooms/schools within the district
  - o Observe other classrooms/schools from districts partnered with ESD-U
  - o Participate in before/after school programs (tutoring, coaching, enrichment, etc.)
- How can the district support the candidate's progress program completion (as available)?
  - o Understand ESD-U program requirements (field placement plan, mentor, field supervisor, attending courses, etc.)
  - o Provide technology (ex: a device for the year, access to video recording equipment, etc.
  - o Alignment with culturally relevant pedagogy, equitable practices, etc.
  - o Access to professional development
  - o Support with tuition via district-issued scholarship and/or reimbursement



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## Questions?

### ESD-U TEAM

[esd-u@esd112.org](mailto:esd-u@esd112.org)

360.954.3454

### ALISSA JOLLY

ESD-U Program Specialist (Candidate Support)

[alissa.jolly@esd112.org](mailto:alissa.jolly@esd112.org)

360.952.3424

### LORI JASS

Director of ESD-U

[lori.jass@esd112.org](mailto:lori.jass@esd112.org)

360.952.3412

If you would like to have a meeting with ESD-U staff to discuss ESD-U candidates, field experience placement, or any other ESD-U program details, please email us with a few options of dates/times you are available, and we will follow-up to coordinate a meeting.

## Need Staff Certified in SPED, ELL, ELEM or RDG?

If you need a current staff member or new hire certified/endorsed in SPED, ELL, Elementary Education (K-8) and/or Reading and are interested in having them apply for ESD-U in a future cohort, please refer them to the following resources:

- ESD-U website: <https://esd-u.esd112.org/>
- ESD-U interest survey: <https://esd-u.esd112.org/interest/>
- ESD-U email, used for general interest and application questions: [esd-u@esd112.org](mailto:esd-u@esd112.org)

## Unconnected Candidates Pending Placement

We have a few candidates who are not yet connected to a district and are in the process of applying for positions. These individuals are listed on the 'Pending District Placement' tab of the Google sheet, and their background and experience are included.

If you are interested in getting more information about any of these individuals because you may be interested in hiring them and/or supporting their ESD-U field experience, please email or call the Program Specialist at [alissa.jolly@esd112.org](mailto:alissa.jolly@esd112.org), 360-952-3424 to request the information.

# ESD—U Request for Field Experience Placement Packet (24-25)

## NEW Paraeducator & Explorer Program (PEP)

*We are in our third year of offering PEP to paraeducators and explorers! We plan to offer it again in the future and will be sharing recruitment information with districts/partners throughout the year. In the meantime, please feel free to review/share the information below.*

Are you interested in becoming a teacher but aren't sure if it's right for you? The [Paraeducator & Explorer Program](#) is designed to give current paraeducators and individuals exploring the teaching profession a glimpse into the [ESD-U teacher certificate program](#) while earning clock hours toward the General or Advanced Paraeducator Certificate requirements.

Participants in PEP attend virtual ESD-U seminars on important topics for educators, alongside ESD-U teacher candidates working towards certification. When PEP is successfully completed, participants may choose to apply for the ESD-U teacher certification program, and the seminar clock hours for PEP will count towards ESD-U seminar requirements. At this time, only individuals within the [ESD 112 service region](#) will be eligible for PEP.

PEP seminars will occur virtually on Saturdays between the hours of 9:00am-4:00pm, starting in late-August and running throughout the year until late-May. Participation in PEP costs \$300, which is a discounted block price for the full sequence of five seminars (up to 18 clock hours). Refer to the [Seminar Schedule & Descriptions](#) for all the dates and details.

### WANT TO LEARN MORE?

Visit the [PEP Webpage](#) to learn what participation looks like, how much it costs, seminar dates/details, and how to apply.

Review the [PEP Application Checklist](#) for information on what is needed to apply.

### APPLICATIONS ARE TYPICALLY DUE IN SPRING

Questions? Email [esd-u@esd112.org](mailto:esd-u@esd112.org).