

## MSBSD Student Teacher Applicants

Follow these steps to apply:

### 1. University Prerequisites

Ensure you have met all of your university requirements before applying for a student teacher placement with the Mat-Su Borough School District.

### 2. Online Application Preparation

A Resume, Letter of Introduction and a Lesson Plan are required for the application.

- **For the Resume**, include all of your relevant experience and education.
- **For the Letter of Introduction** please include a brief introductory paragraph, information about your educational background, hometown, interests, a description of your teaching aspirations, areas of strength, and areas in which you would especially like more experience, dates of your desired internship, grade levels and/or subject areas (secondary) for your placement, contact information. This letter will be read by prospective host teachers and principals. Limit it to 1-3 pages, 12 point 1.5 spacing.
- **For the Lesson Plan**, please include and explain how and why this lesson was successful when you taught it.

### 3. Completing the Online Application

The approval process begins with the submission of your online application. It takes about 20 minutes to complete the application. You can continue/modify your application at any time.

1. Go to [www.matsuk12.us](http://www.matsuk12.us) and click 'Employment Opportunities'
2. Select the 'Apply & View Postings' button
3. Go to External Vacancies and select JobID 3904 Student Teacher
4. Start a new application on AppliTrack

### Helpful Tips & Common Mistakes

- On Step 3: "Vacancy Desired," **skip this page** by clicking the "Next Page" button
- On Step 4: "Position Desired," **click the box at the bottom of the page that says "Student Teacher"**. That action will load the rest of the student teacher/intern application for you to complete. *It is highly recommended to apply as a substitute teacher at the same time you are student teaching. If your University allows for it, you could sub for your host teacher when he/she is absent.*

- On Step 10: Upload your Letter of Introduction and Lesson Plan together. Be sure to upload your resume as well. You are not required to upload university transcripts, portfolio, or letters of recommendation because your university endorsement will be requested from them directly by MSBSD
- When your application is complete, click "Finish and Submit". You will receive a confirmation email from AppliTrack to confirm your submission.
- Not including correct email addresses for the University Coordinator
- Non-university students applying for a placement
- Not allowing enough lead time when applying to Alaska Department of Education and Early Development (DEED). You must hold a Student Teacher Authorization or an Initial Teaching Certificate in order to student teach.
- Please do not contact schools, principals, or teachers about student teaching placements on your own.

#### **4. Next Steps**

- Please notify Jillian Morrissey at [Jillian.Morrissey@matsuk12.us](mailto:Jillian.Morrissey@matsuk12.us) when you have submitted all necessary materials to DEED for your Student Teaching Authorization. She will verify that your file at DEED is complete. MSBSD will begin the placement process once DEED has received everything needed for the Authorization.
- MSBSD will coordinate efforts between your university and the district to approve your application and then forward the completed application to the Office of Instruction who will determine a specific student teaching placement.