



Volunteer, Practicum & Student Teacher Placement Process

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	One Time Visitor/Volunteer	Volunteer	KCC Education Course Volunteer	Point/HS Volunteers	Job Shadows	Pre-Admission Field Experience	Field Experience	Student Teaching / Counseling Intern	Administrative Internship Internal/External
CONTACT:	BLDG PRINCIPAL	Volunteer Coordinator	Volunteer Coordinator	Volunteer Coordinator	Volunteer Coordinator	Volunteer Coordinator	Volunteer Coordinator	Volunteer Coordinator	Volunteer Coordinator
Approval from Principal	✓		✓	✓	✓	✓	✓	✓	
Approval from Exec Director Elementary/Secondary Programs									✓
Coordinated thru ESC							✓	✓	
Works Directly w/Students		✓	✓			✓	✓	✓	
Timeframe	One Time	Varies	10-100 hrs	Varies	Varies	10 hrs	20-60 hrs	Varies	Varies
Requires Online Volunteer Application		✓	✓	✓	✓	✓	✓	✓	Only for external requests
Yellow Sticker Required	✓	✓	✓	✓	✓	✓	✓		
College Badge Required or Building Issued ID								✓	
MOU Required Signed by School Board			✓				✓	✓	
Student Contact Counselor for Application				✓					
Needs Parent Signature				✓					

CURRENT EMPLOYEES NEEDING A PLACEMENT: Work with HR, Volunteer Coordinator, and Building Principal to fulfill Field Experience/Student Teacher hours.

