



## 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:
- Name of Student Teacher
  - Grade(s) and/or content area desired
  - Requested school(s), if any
  - Requested teacher(s), if any
  - Specific dates of placement
  - Copy of student transcript
- Step 3:** The College or University will direct you to complete the Millard Public Schools online student teacher application. The student teacher application can be found on the Millard Public Schools district website-
- <https://millard.tedk12.com/hire/index.aspx>
- \*Your application should include; a middle initial, an email address and a current phone number.*
- 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.
- Step 6:** Cindi Alberico will send a hiring packet through DocuSign to all potential student teachers, which will include background check forms, and other important forms that are necessary for Millard Public Schools to pay the student teacher stipend.
- \*This document will need to be returned as soon as possible. If placement cannot be made in the Millard District we will shred the packets.  
We strive to place all requests but may be limited to the availability of co-teachers in any endorsement area or school.*
- You will need to make an appointment by calling 402-715-8213 to finalize your paperwork/background check.

Questions regarding this process can be directed to Heidi Penke, Director of Recruitment and Retention, at [hpenke@mpsomaha.org](mailto:hpenke@mpsomaha.org) or Cindi Alberico, Human Resources Specialist, at [cmalberico@mpsomaha.org](mailto:cmalberico@mpsomaha.org). For phone inquiries, call 402-715-8200.