



Education Center
7575 E. Main St.
Scottsdale, Arizona 85251

Telephone: 480-484-6100
Web site: www.susd.org

Student Teacher/Intern instructions for Scottsdale

For students who will be observing for 30 hours or less, and will be directly supervised by the teacher:

- Students may contact the school principals directly to request permission to observe; however, all placement request information must still be submitted to Robin Madison, Human Resources SUSD
- Submit a copy of your valid DPS Fingerprint Clearance Card to Robin Madison
- These students will not receive an SUSD ID badge, but will sign in and receive a visitor's badge from the school office while on campus

For students who will be in the classroom for more than 30 hours or will be unsupervised:

- Complete an online Student Teacher application
- Upload a copy of your valid DPS Fingerprint Clearance Card to the application
- College should submit a placement request with all necessary details of the placement (by email to Robin Madison)
- Once we have received all necessary information you will receive an ID Badge. When you have your Badge, you are cleared to begin your internship

The application can be found on the SUSD website:

Here's a direct link:

<https://scottsdale.cloud.talentedk12.com/hire/ViewJob.aspx?JobID=88>

Or navigate to it:

<http://www.susd.org>

Click Job Posting

Search for the **Student Teacher** job posting

Click Apply, then click Apply for this Position

Create a new account under I am a New Applicant, and fill out the Student Teacher application

Robin Madison's contact information:

Scottsdale Unified School District
Education Center
7575 E. Main Street
Scottsdale, AZ 85251

Phone: 480-484-6178

FAX: 480-484-6287

rmadison@susd.org