

**VALPARAISO UNIVERSITY
TEACHER PLACEMENT
GRADUATE STUDENT GUIDELINES**

**M.Ed. – Initial Licensure (LEAPS)
M.Ed. – Initial Licensure/Regular Track
M.Ed./Ed.S. – School Psychology**

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1. INTRODUCTION

Teacher education/School Psychology candidates who have completed a certification program or expect to complete a certification program are invited to establish a credential file with the Teacher Placement Office. Teacher Education/School Psychology candidates are supplied with a packet of forms and information to use in establishing the credential file. The Teacher Placement Office is under the supervision of the Department of Education and is maintained separately from the Valparaiso University Office of Career Planning and Placement.

2. CREDENTIAL FILE CONTENTS

The teacher education/school psychology candidate is responsible for preparing and completing a credential file. The Teacher Placement Officer offers assistance in the process and acts as the collecting agent for this file. The file contains:

- a. A PERSONAL DATA FORM**
- b. A RESUME**
- c. CANDIDATE'S STATEMENT**
- d. TWO TO FOUR LETTERS OF RECOMMENDATION**
- e. AN UNDERGRADUATE TRANSCRIPT**
Student must request this from university(ies) from which undergraduate degree was earned.
- f. A GRADUATE TRANSCRIPT, UPON GRADUATION**
Student must request this from the Registrar's Office in Kretzmann Hall.
- g. COURSE SUMMARY SHEET (Optional)**

3. FEES

Graduates may use the Teacher Placement Office services free of charge until September 30th after graduation. Thereafter, a fee will be charged when a file is reactivated.

4. EMPLOYMENT INFORMATION

School directories for most states are located in Room 125, Miller Hall. These directories **ARE NOT TO BE REMOVED** from this room, but information may be copied. Since the directories are purchased on a rotating two-year cycle, it is imperative that they **REMAIN** available to everyone. Directories for private schools are also in the collection. Additional resources are located on the shelves near the Teacher Placement table in Room 125. School district information is also maintained whenever information is sent to us by a district. School Psychology openings are also maintained whenever this information is received from a school district or a special education cooperative.

5. EMPLOYMENT OPPORTUNITIES

Current job openings are listed in the “Job Opportunities Books” in Room 125. Job Fairs are also posted on the bulletin board in Room 125. A telephone Hotline service is available from April to Labor Day to announce vacancies. Candidates are provided with the telephone number in March and may call anytime day or night during those months. The Teacher Placement Office receives job vacancy bulletins from other colleges and universities. Project Connect, a nationwide computer vacancy/candidate listing service is available free of charge. From April to Labor Day, job vacancies are also posted on the website at:

<http://www.valpo.edu>

6. TEACHER EDUCATION/SCHOOL PSYCHOLOGY CANDIDATE’S RESPONSIBILITY

It is vital that applicants notify the Teacher Placement Office upon acceptance of a position, planning to enter some other graduate program, taking a temporary position, getting married, or not going to work. The office must have this information for a report, which is compiled each September. It is also important so that our records can remain current. Also please notify the office of any change in name or address.

7. MAINTANENCE OF CREDENTIAL FILE

Credential files remain in the Teacher Placement Office for 30 years. It is strongly suggested that teacher education/school psychology candidates keep their files up-to-date with the most current recommendations, transcripts, and other pertinent data. You may reactivate your file at any time.