

San Angelo ISD
Clearance for Tutoring & Observations



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Apply for a University/ College Position through SAISD for clearance:

If you already have an SAISD Student Account:

- 1) Go to www.saisd.org
- 2) Click on the tab at top of the screen titled Employment
- 3) Hover over HR & Professional Development and Click on Job Opportunities
- 4) **DO NOT CLICK ON PROFESSIONAL AND SUPPORT JOBS.**
- 5) Click on University/College Jobs.
- 6) Sign In with your username and password
- 7) Read and Accept the Disclaimer
- 8) Click on the My Application tab to update your application, if necessary
- 9) Click on the Jobs tab at the top, then All Jobs. *You should see only one job.
- 10) Click on View/Apply for the Student-University/College Programs
- 11) Click Apply for this Job.
- 12) Click back to the Job posting and look for a Yes under Applied

If you do not have an SAISD Student Account: ***You will need your Driver's License # & SS #to complete application.*

- 1) Follow the directions 1-5, above.
- 6) Click on Create Account ***DO NOT CREATE ONE FOR PROFESSIONAL AND SUPPORT JOBS!!**
- 7) Add Applicant and click Save and Next
- 8) You should get a Success screen, and click on Login
- 9) Read and Accept the Disclaimer
- 10) Click on the Jobs tab at the top, then All Jobs. *You should see only one job.
- 11) Click on View/Apply select Student-University/College Programs
- 12) Click Apply for this Job
- 13) Click on the Application Tab and go through each screen clicking Save and Next after each
***You only need to complete the fields that have a red * (You can leave other fields blank!)*
If asked:
 - * Select ANY of the “**Student**” categories (Student Observation)
 - * At what campus do you wish to volunteer? Select “**Not Applicable**”
 - * **You do not have to attach** a letter from the University; go on to the next step!!Continue answering the questions in the application
- 10) You should get a Success Screen (**BUT YOU ARE NOT FINISHED YET!**)
- 11) AGAIN- Read and Accept the Disclaimer (if prompted.)
- 12) AGAIN- Click on the Jobs tab at the top.
- 13) AGAIN- Click on View/Apply on the Student – University/College Program
- 14) AGAIN- Click on Apply for this Job
- 15) You should end up back on the screen that lists the jobs and there should be a “yes” next to the job you applied for. ***Do not log out until you see this YES!**

****IF you have any trouble with the SAISD Application,
contact Tia Agan with the exact error. tia.agan@angelo.edu**

Other Requirements

You must arrive at least 10 minutes earlier than your scheduled observation time.

(You may not include travel time as part of your observation time.)

You must sign in at the office & classroom for each visit.

You must keep documentation of your hours so that your professor can verify your attendance.

You must go in with a positive attitude.

You must always use appropriate language.

You may not have firearms or ammunition in your car, purse, bag, anywhere.

You may not have tobacco products of any kind.

You may not have a cell phone. (Leave it in your car.)

You may not chew gum.

You may not post anything in social media regarding any part of your field experience.

You must always dress professionally and conservatively.

ASU Dress Standards:

1. Any attire or grooming that is perceived by the campus administrator or university supervisor as being detrimental to the education process will not be allowed.
2. Candidates' hair will be clean and well groomed at all times and shall not obstruct vision.
3. Candidates must wear appropriate shoes at all times. (Flip Flops/ House slippers are not allowed.)
4. All forms of headgear (hats, caps, hoodies, bandanas, etc.) are not acceptable.
5. Shorts are not permitted.
6. Proper under garments must be worn and not be visible.
7. Any attire related to negative group behavior (gangs, etc.) will not be permitted.
8. Candidates may not wear slogan buttons or clothing with inappropriate or violent slogans or advertising.
(An example would be an alcoholic beverage or tobacco advertisement.)
9. Visible body piercing shall be limited to ear piercing. All other visible piercings, including retainers or spacers, are prohibited.
10. Over-sized style pants that would give the appearance of being baggy or saggy will not be permitted.
11. Shirts and Blouses must be tucked in unless they are shorter in length than the student's extended fingertip.
12. Sunglasses may not be worn in the buildings on the eyes, head, around the neck.
13. Candidates may not wear unusual costumes that attract attention and detract from the learning atmosphere. This includes unusual hairstyles or hair coloring.
14. Tattoos are not allowed to be visible.
15. Holes and/or shredding on jeans/pants are not permitted.
16. Female Candidates:
 - * Nothing may be worn that shows/ bares the midriff (front or back.)
 - * Skirts must not be shorter than the students' extended fingertips.
 - * Divided skirts, hemmed above the knee, are considered shorts and may not be worn.
 - * No spaghetti straps, tank tops or visible under-clothing will be permitted.
 - * All tops must be at least 3 fingers wide on the shoulder.
 - * Low-cut tops may not be worn.
 - * Skintight attire is not acceptable. (This includes bike shorts and spandex.)