HOW TO SIGN UP TO BE A CLASSROOM OBSERVER IN RISD

• Please access our employment application using the following link: http://www.risd.org/group/employment/classroom_observer.html or go to www.risd.org, Careers, Classroom Observer.

• Begin an application. When the application asks for the position applying for, indicate “Classroom Observer”. The form will then change from an employment application to a request to observe. Follow the instructions provided online. References are not needed. If you indicate an interest in any position other than Classroom Observer, you may be required to take an online test. Upon completion of your observation approval, you may access your application and then express an interest in any position(s) you would like to be considered for and take the test at that time.

• You will receive an email when your request has been approved. At that time you may contact schools to set up your observation hours.

• RISD is unable to accommodate observation requests during the first six weeks of school.

• We do not allow observers in Special Education classes at any time.