

Policy on Substituting and Employment of Student Teachers

Occasionally it is permissible in the absence of his/her cooperating teacher for a short period of time (no more than two school days), for the student teacher to assume responsibility for his/her cooperating teacher(s) on the condition that the school principal, the University supervisor, the cooperating teacher(s) and the student teacher discuss and agree to the arrangement. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT TEACHER BE USED AS A SUBSTITUTE IN A CLASS OTHER THAN THAT TO WHICH S/HE HAS BEEN ASSIGNED.** In all situations where student teachers are being used as substitutes, the district will assume liability.

Student teachers are teachers in training and must not be used as substitute teachers on a regular basis. In addition, they are receiving University credit for their work and are not to receive pay as substitute teachers.

All students who wish to receive University credit for student teaching must register for the course and complete the experience under the supervision of a cooperating teacher in the classroom and a University supervisor. Students who opt to accept positions as long-term substitutes cannot receive University credit for this experience.