

## Substitute Teaching Policy for Student Teachers

### *Purpose of Document*

This document is an agreement between Purdue University Fort Wayne and the school district to allow 16-week student teachers to be paid substitute teachers.

### *Duration of Agreement*

The school district may employ the student teacher as a substitute teacher during the academic year **in their currently assigned student teaching classroom**. The student teacher shall *not* be asked to substitute teach in any other classroom(s) or course(s) until after the end of the student teaching semester.

### *Eligibility*

Each of the following requirements must be met to participate in substitute teaching:

- a. Student teacher has a substitute teaching license.
- b. Student teacher has successfully completed 10 weeks of student teaching, is in good academic standing, does not have a midterm evaluation or other documentation that indicates concerns, and is not on a Professional Improvement Plan.
- c. Student teacher is completing a 16-week placement.
- d. Student teacher is up to date on assignments and Key Assessment submissions.

### *Principals who wish to employ PFW student teachers as substitutes must:*

- a. Confirm the interest of the student teacher in working as a substitute.
- b. Verify the cooperating teacher's confidence in the student teacher's ability to manage the classroom independently.
- c. Email a request for approval to Dr. Isabel Nunez ([nunezi@pfw.edu](mailto:nunezi@pfw.edu)), Dean of the School of Education, for this student teacher to work as a substitute.
- d. Complete this form for every student teacher who works as substitute in the building.
- e. Ensure that the student teacher has acquired a substitute teaching permit through their placement school district.
- f. Hire and pay the student teacher as a substitute for any days spent subbing.

### *Student teachers working as substitutes must:*

- a. Notify their university supervisor any time they serve as a substitute for their cooperating teacher.
- b. Track and report partial and full days they work as a substitute on the Substitute Teaching Tracking Form on OneDrive. Failure to report this will jeopardize a student teacher's opportunity to continue.
- c. Report each day of substitute teaching to Dr. Isabel Nunez ([nunezi@pfw.edu](mailto:nunezi@pfw.edu)) via email.

*Student teachers may only substitute teach in their own assigned student teaching classroom.*

### *Permissible placement scenarios:*

- a. If the student teacher's cooperating teacher is absent, the school can hire the student as the classroom substitute.
- b. If the cooperating teacher is present but can be assigned elsewhere, the school can hire the student teacher as the classroom substitute.
- c. The school would need to identify and assign a building contract/supervisor for the student teacher for any extended absence of the cooperating teacher (i.e., more than 3 consecutive days).

## Substitute Teaching Policy for Student Teachers

School of Education

Student teachers will submit the completed form to Dr. Isabel Nunez ([nunezi@pfw.edu](mailto:nunezi@pfw.edu))

*School District Information:*

School District	
Human Resource Contact Name & Title	
Human Resource Contact Email Address	
Human Resource Contact Phone Number	

*School Information:*

School Principal	
Principal Email Address	
School Phone Number	

*Signatures:*

	Name:	Signature:	Date:
School Principal			
Cooperating Teacher			
Student Teacher			
Dean, School of Education	Isabel Nunez		