

Dear Superintendent:

The coronavirus pandemic has presented a unique opportunity for Purdue Fort Wayne student teachers to support their school districts in filling substitute teacher vacancies due to COVID-19. We would like to allow flexibility for our student teachers in 2021-2022 while ensuring that they accomplish the requirements of the Indiana Department of Education and our program. Because we value our partnerships with school districts, we offer this exception to our policy on employment in a district where a candidate is placed for student teaching for this academic year.

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 during the remainder of the 2020-2021 school year only, effective immediately, and subject to approval by Purdue Fort Wayne School of Education. Please share this with your building principals and your human resources department.

Duration of Agreement

The school district may employ the student teacher as a substitute teacher during the 2021-2022 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 teachers with 10-week and 6-week placements are not eligible.
- e. 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), director 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 days and partial 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) 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).

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			
Director, School of Education	Isabel Nunez		