



COUNCIL ON TEACHER EDUCATION

Substitute Teaching Policy

Both long-term and short-term substitute teaching opportunities must be approved by the program coordinator. Candidates utilizing substitute teaching opportunities must be in good standing in the college with no professional dispositional issues identified. Candidates must also hold the necessary substitute teaching credentials and meet all new hire requirements for the district. Candidates may not agree to a substitute teaching position if it interferes with student teaching responsibilities.

Long-term substitute teaching opportunities during student teaching are only available to candidates who are in graduate level programs. They must be assigned a mentor in the endorsement area who has at least four scheduled observations during the student teaching semester.

Short-term substitute teaching opportunities are available to candidates in undergraduate and graduate level programs. These students can only substitute for a total of three days throughout the student teaching experience unless the substitute teaching is limited to their placement classroom while their cooperating teaching is absent.

At the special request of the principal, highly qualified student teachers who have not been in long-term substitute teaching positions are allowed to work as teacher of record via substitute teaching license after a proficient mid-term evaluation.

Upon completion of coursework and clinical experience, candidates may substitute teach without permission from the program.