

Multiple Subject Substitute Employment Policy

POLICY

In order to serve as a substitute teacher during student teaching the candidate must have either:

1. Baccalaureate degree **or** be enrolled in courses that will lead to a BS degree at the end of Student Teaching I;
2. approval of the cooperating teacher, university supervisor, and principal;
3. an emergency 30-day substitute teaching permit from the appropriate county office of education.

In the Multiple Subject Credential Program, candidates:

1. can serve as substitute teacher in the first or second quarter of student teaching;
2. can substitute for up to 10 days in each of their student teaching assignments;
3. can begin their substitute teaching on Monday of the third week of student teaching;
4. **cannot** serve as a substitute teacher if such subbing will cause them to miss, or come late to, their seminar class or any other class they are enrolled in.

PROCEDURE

The student teacher must use this form to obtain signed approvals from the university supervisor, cooperating teacher, and principal. When completed, submit one copy to the Multiple Subject Coordinator and one copy to the School of Education's Student Information Center (02-120).

<u>Approvals:</u>	
I, the undersigned, give my approval to (name) _____, who	
is a student teacher in (school) _____	
to substitute teach in his/her assigned student teaching classroom during:	
[] Fall [] Winter [] Spring quarter	
Cooperating Teacher's Signature: _____	Date: _____
Principal's Signature: _____	Date: _____
University Supervisor's Signature: _____	Date: _____
University Supervisor's Name (PRINT): _____	_____

**➔ The student teacher is encouraged to keep a copy of this document
in his/her Student Teaching Portfolio. ⬅**