

## Student Teacher as Substitute Teacher Policy

PennWest University values its school partners and their willingness to invite our teacher candidates into their schools. We also know of the statewide teacher shortage and the need for qualified substitute teachers. In response to the implementation of Pennsylvania *22 Pa. Code §354.25(f)*, PennWest University has adopted the following guidelines, effective November 8, 2024, regarding using student teachers as substitute teachers.

Student teachers are still completing their teacher preparation programs and have not yet fulfilled the requirements to gain certification in Pennsylvania. Therefore, Institutions of Higher Education are responsible for ensuring that student teaching requirements are completed before the end of the Student Teaching experience. Likewise, teacher candidates must realize that substitute teaching without a teaching certification may expose them to potential liability in the classroom that may impede their receipt of their certification in the future. The following procedures must be followed for student teacher candidates interested in serving as substitute teachers.

- Candidates must indicate their interest/willingness to substitute teach in their assigned classroom/building.
- The school district will submit the names of teacher candidates interested in substitute teaching who have received at least one satisfactory observation related to their student teacher program to the District's HR department or district-approved substitute teaching service for approval as substitutes by the school's Board of Education.
- The University Supervisor will be asked to provide input on the teacher candidate's readiness to serve as a substitute teacher in their content area and submit a mid-semester PDE 430 evaluation on which the candidate has earned a satisfactory rating.
- The District Mentor Teacher from the first or current student-teacher placement will provide input on the teacher candidate's readiness to serve as a substitute teacher in their content area.
- A District Administrator (e.g., Superintendent, Principal, etc.) will meet with the teacher candidate before the first substitute teacher assignment to provide a brief orientation and answer any questions from the teacher candidate.
- "Individuals fulfilling the student teaching experience per 22 Pa. Code §354.25(f) may not substitute for longer than **10 days in their assigned classroom or classrooms or for other teachers within the building or buildings where they have been placed as a student teacher** and must possess at least one satisfactory observation related to their student teacher program."

- Special Education Dual major student teachers completing their Special Education placement in the second half of the semester may only substitute in their assigned classroom.
- A teacher candidate will be compensated at the daily substitute teacher rate for his/her service to the district.
- Teacher candidates CANNOT count time substitute teaching toward completing their teacher preparation programs.
  - *12 weeks of student teaching are required for PA certification and must be completed.*
  - *A student teacher may not substitute teach for more than approved by the PA code*
  - *All university assignments must be completed for program completion.*
  - *All PA Department of Education competencies must be met before receiving PA certification.*

PennWest University believes in the value of the mentor-teacher/teacher-candidate relationship. Working under the direction of a certified teacher provides direct and immediate feedback that prepares teacher candidates to assume the role of a full-time classroom teacher. PennWest University also recognizes that teacher candidates are entering the workforce at a time when staff shortages are a daily reality and a district-wide challenge. We understand there is value in having teacher candidates serve as substitute teachers in a **limited** and **intentional** role. PennWest University asks that the use of teacher candidates as substitute teachers be done sparingly. Teacher candidates who do not fulfill university and state competencies cannot be recommended for certification at the end of their programs.