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## Student Teacher Substitute Process

It is the intent of this process to provide student teachers with the opportunity to be employed, on a limited basis, during the semester of their student teacher placement as a paid substitute teacher. Secondary benefits include providing continuity for students in the classroom, when the certificated teacher is absent, as well as helping school districts with substitute teacher shortage challenges.

Student teachers are legal protected by the cooperative agreement between the University and the school district (Nebraska Revised Statute 79-876); the cooperating teacher does not have to be physically present in the classroom at all times. CEHS believes it is desirable for the teacher candidate to have opportunities to practice independent instruction and management of the classroom. If it is agreeable to all parties concerned, a student teacher candidate may serve as the paid, designated substitute teacher during the Clinical Practice (Student Teaching) semester with the following conditions:

- Student teachers are eligible to be the substitute teacher after the completion of four (4) full student contact weeks of Clinical Practice experience (student teaching).
- The student teacher must have met all requirements of said district regarding local substitute teacher certification.
- The student teacher wants to substitute and agrees to the substitute request. The request should be approved by the CEHS Director of Field Experience prior to approaching the student teacher.
- There are no concerns from CEHS regarding the student teacher's ability and knowledge to serve as a substitute.
- Student teachers may only substitute in the classroom to which they are assigned and may not substitute in another teacher's classroom. Any requested exception requires prior approval from the CEHS Director of Field Experiences.
- Student teachers should not skip CEHS/UNL classes to sub. They are required to attend any seminar or class as scheduled.

Student teachers may substitute up to a total of 20 days during the semester. A student teacher who changes placement during the semester must complete three (3) full weeks in the new placement before being eligible to substitute. Any requested exception to the maximum days available to substitute requires prior approval from the CEHS Director of Field Experiences.

Paid substitute teaching days will count as student teaching days and will not count toward the allowable three (3) excused absences.

Because a student teacher is not fully licensed, it is the expectation of CEHS the student teacher be provided with support from licensed professionals within the building during a substitute teaching assignment. The Director of Field Experiences reserves the right to deny eligibility and/or terminate a substitute teaching assignment should the student teacher's performance fall below acceptable standards and expectations. The Director of Field Experience will make the final determination regarding eligibility in these situations.