

STUDENT TEACHER/SUBSTITUTE TEACHER
AGREEMENT BETWEEN
JEFFERSON COUNTY PUBLIC SCHOOLS
BELLARMINA UNIVERSITY
2023 - 2024

THIS ADDENDUM made at Louisville, Kentucky and effective this 1st day of July, 2023, between the Board of Education of Jefferson County, Kentucky, hereinafter called the "Board," and Bellarmine University, hereinafter called the "University/College."

I. Bellarmine University Substitute Teaching/Student Teaching Policy

Context

Under EPSB approved emergency policy for 2023-2024, if a student teacher has completed sixty-four (64) semester hours of credit and has a minimum GPA of 2.5, the student teacher may qualify for issuance of an emergency substitute certification, which would allow them to serve as a substitute teacher within a district. Further, the days the student teacher serves as the substitute may count toward fulfilling certification requirements, per the defined university policy.

The following addendum outlines the policies for implementation with the Jefferson County Public Schools and Bellarmine University Annsley Frazier Thornton School of Education Teacher Preparation Program.

II. Teacher Candidate Qualifications:

- The teacher candidate must be completing the requirements of student teaching during the 2023- 24 school calendar year.
- The student teacher must be in good academic standing with the Bellarmine University Annsley Frazier Thornton School of Education and have passed TP2.
- The student teacher must have the recommendation of the Bellarmine University Initial Certification department designee as appointed by the Dean of the School of Education.
- The student teacher must comply with all Jefferson County Public School hiring processes for substitute teaching including, but not limited to, application submission, required transcripts, medical documents and background checks, completion of district online orientation etc.
- The student teacher must apply for an emergency substitute certificate as outlined in the school district's policies and procedures.

III. Bellarmine University Policy for Student Teaching/Substitute Teaching:

1. Student teachers are eligible to substitute for the cooperating teacher only during the period of time they are assigned to a specific classroom for the completion of student teaching requirements.
2. Student teachers are eligible to substitute a maximum of 5 days during each 30 day placement, 1 day during a ten day placement and a maximum total of 10 days during the entire 70 days they are assigned to a school/s for student teaching.

3. Student teachers must be in attendance in their assigned classroom a minimum of 10 student/teacher interaction days during their first placement to be eligible for substitute teaching for their cooperating teacher.
4. Student teachers must be in attendance in their assigned classroom a minimum of 5 student/teacher interaction days during their second placement to be eligible for substitute teaching in the absence of their cooperating teacher.
5. Students must comply with all district and school policies and procedures during their substitute teaching/student teaching tenure.
6. Students are responsible for completing and submitting all school reporting documents (attendance, payroll, etc.) in collaboration with the local school office staff.
7. Students must inform their cooperating teacher and their university supervisor of their eligibility to substitute.

IV. District Roles and Responsibilities

The Jefferson County Public School district will agree to the Bellarmine University Annsley Frazier Thornton Teacher Preparation Program policies as outlined in this document.

- The district will process all substitute teacher applications for student teachers in accordance with district policies and procedures.
- The district will submit the emergency substitute application for the student teacher per EPSB regulations. There will be no fee for the emergency substitute certification.
- The district will provide access to the online training for all substitute teachers.
- The district will notify the student teacher in writing when all requirements are met for substitute teaching employment.
- The school district will compensate the student at the daily salary rate established for all district substitutes, not to exceed 10 days during the 70 day placement dates for student teaching.

IV. Local School Responsibilities:

- The student teacher would be eligible to serve in the substitute role in which they are placed for student teaching.
- The student teacher would serve as the official substitute in the classroom in which they are placed for student teaching in the event of the cooperating teacher's absence. The student teacher would be compensated according to the substitute salary schedule of the district.
- The school is required to identify a contact person (faculty or administrator) for the student teacher to contact if the student teacher/substitute is in need of assistance.
- Supervision of student teachers (e.g., scheduled assessments or observations) may continue to occur at regularly scheduled intervals during the time the student teacher is substituting unless an extenuating circumstance arises.
- A student teacher must be in attendance at least 10 days during the first placement before they are eligible to serve as a substitute. However, if the placement is the second 30 day placement then the student teacher must be in

attendance a minimum of at least 5 days before they are eligible to serve as a substitute.

- A student teacher may serve as a substitute for a maximum of 4 days in a row.
- A student teacher may choose not to accept the substitute teaching position, if they do not feel comfortable, without penalty.

V. Communication with School Districts

The responsibility for carrying out this policy resides with the Bellarmine University Annsley Frazier Thornton School of Education in collaboration with the Jefferson County Public Schools district.

The period covered by this Agreement shall be from July 1, 2023 to July 1, 2024 inclusive, ~~and will automatically renew unless either party provides written notice of non-renewal at least 30 days prior to the end of the term.~~ This Agreement supersedes all previous contracts between the parties,

IN WITNESS WHEREOF, we the undersigned, duly authorized representatives of the parties to this Agreement, have caused this Agreement to be executed on the dates set forth below, to be effective as of the date first above written.

JEFFERSON COUNTY BOARD OF
EDUCATION

UNIVERSITY/COLLEGE

By: _____

Dr. Martin A. Pollio
Title: Superintendent/Jefferson County Public

Schools

By: _____



Dr. Elizabeth Dinkins

Title: Dean, Annsley Frazier Thornton School
of Education/Bellarmino University

Date: _____

Date: _____