

September 8, 2008

Dear Substitute Teacher:

The teacher you have been assigned to substitute for is currently supervising a Master of Arts in Teaching (MAT) student teacher from Willamette University (WU). This student teacher has been observing or teaching at this site since August and will take full responsibility for teaching multiple classes at the beginning of second semester under the supervision of their supervising teacher. We hope your experience working with our MAT candidate is a pleasant one.

To allow our student teachers to continue their educational experience smoothly at the school site, and to protect and respect your role as a substitute teacher, the following guidelines have been established by Willamette University and the school district. These guidelines also comply with Teacher Standards and Practices Commission (TSPC) regulations concerning appropriate placement of student teachers.

The guidelines stipulate that since MAT student teachers do not yet hold teaching licenses they may not serve as replacements for classroom teachers who may be away from their school assignments. They are not allowed to “fill in” for teachers who, for any length of time, are absent from their classrooms. As the substitute teacher for a MAT supervisor for WU, please expect the student teacher to continue teaching only those classes, subjects or activities to which he or she has been assigned full time teaching responsibility. During the other class periods, the student teacher is expected to be writing lesson plans, grading papers, communicating with parents and fulfilling other program responsibilities. During those class periods to which the student teacher has been assigned teaching responsibilities, you are not required to remain in the classroom; however, please let the student teacher know where you can be found should an emergency arise. If you decide to stay in the classroom, please allow the student teacher to maintain control of the class. These student teachers would appreciate your comments and suggestions about their teaching offered privately after class.

Thank you for helping to make this a productive student teaching placement for our MAT candidates. If you have questions or concerns about the MAT student teacher, please feel welcome to contact me at 503-370-6528.

Sincerely,

Rita Moore, PhD
Associate Dean, School of Education

