

To: School Administrators and MAT Supervisors

From: Rita Moore, Associate Dean, School of Education

Re: Substitute Teacher Policy

Accompanying this memo is a letter we are providing to substitute teachers when they are assigned to a classroom where one of our candidates is involved. The MAT candidate will make it available to the substitute, and you are welcome to include it in your “substitute folder.” Our intent is to assist in the introduction of the MAT candidate to the substitute teacher and to help set the tone and limits of the student teacher’s involvement.

The Teacher Standards and Practices Commission (TSPC) is firm in their interpretation of the Oregon Administrative Rules that prohibit the use of the student teachers as classroom substitutes. Student teachers may, of course, continue to assume whatever level of responsibility has been previously assigned to them and may teach their assigned classes when a substitute teacher is present. Particular instances where TSPC has become involved include the student teacher teaching when the supervising teacher is out of the building (and no substitute hired), or where the student teacher is asked to teach classes or subject other than those to which he/she has been assigned.

Our MAT candidates want to be of value in your building and classroom, and all of us want to provide the fullest learning experience possible without running counter to the rulings of our governing body. We very much appreciate your assistance. If you have questions or comments, please feel welcome to contact me at 503-370-6528 or [rmoore@willamette.edu](mailto:rmoore@willamette.edu).