

**Point Park University Teacher Education Act 91 of 2021**  
**Substitute Teaching while Student Teaching Policy**

Portions of Act 91 most relevant to this policy:

**Substitute Teaching Policy.**--By February 15, 2022, each teacher preparation program approved by the department shall adopt a policy regarding allowing an individual undertaking a student teacher program under 22 Pa. Code § 354.25(f) (relating to preparation program curriculum) and satisfying the requirements of section 1201.1(1) to teach as a substitute in exchange for financial compensation, if the individual has received at least one satisfactory observation related to the individual's student teacher program. A teacher preparation program policy may not prohibit substitute teaching by individuals who have received at least one satisfactory observation related to their student teacher program.

**Assumptions:**

1. Student teachers are not required to apply to substitute teach during their placement experience.
2. Student teachers will always have the right to accept or decline substitute teaching placements on any given day.
3. The School District and Point Park University will collaborate to ensure that the integrity of the student teaching experience and preservice teacher development is safeguarded.
4. It is understood that student teachers are not permitted to substitute teach during days when they have a scheduled university observation.
5. The School District shall in all ways comply with the requirements of the Public School Code of 1949 when using Point Park University students as substitute teachers pursuant to Act 91 of 2021.

**Student Teacher and District Responsibilities:**

1. Student teachers must notify their university supervisor of their desire to substitute and receive approval prior to seeking the *locally issued substitute teacher permit*.
2. Any student teacher who wants to be considered for substitute teaching must complete the district required paperwork and follow all policies outlined by the district to be approved as a substitute teacher.
3. Any school district who wishes to use a student teacher as a substitute teacher should establish a process for providing the *locally issued permit*, as described in the legislation, to the student teacher and this should be articulated to the student teacher. The student teacher needs to provide a copy of the locally issued permit to the university supervisor and Mrs. Beverina-Moore, Director of Student Placements ([dmoore@pointpark.edu](mailto:dmoore@pointpark.edu)).
4. Student teachers may not substitute until they have been in their placement for a minimum of 20 uninterrupted days with **each** cooperating teacher and until they have one satisfactory observation (in each placement if the placement is split) by the university supervisor (a minimum of 1 point in each domain).

5. School districts are not required to use student teachers as substitute teachers even if a locally issued permit is approved.
6. School districts are expected to follow the Point Park University Act 91 Substitute Teaching Policy when utilizing any student teacher.
7. School district will compensate the student teacher for substitute teaching following district policies.

**Point Park University and Supervisor Responsibilities:**

1. University supervisors will observe the student teacher on a schedule determined collaboratively by the cooperating teacher and student teacher.
2. Mrs. Beverina-Moore, Director of Student Placements, ([dmoore@pointpark.edu](mailto:dmoore@pointpark.edu)), will work in collaboration with the university supervisor regarding approval for student teachers to begin substitute teaching as outlined below.

**When all parties agree to schedule the student teacher for substitute teaching, and locally issued substitute teacher permits are obtained, the following guidelines will be followed.**

*Student teachers are permitted to substitute a maximum of 10 days. The student teacher must secure permission from the university supervisor and Mrs. Beverina-Moore, Director of Student Placements ([dmoore@pointpark.edu](mailto:dmoore@pointpark.edu)).*

**In the cooperating teacher's classroom:**

- Student teachers are permitted to substitute teach a maximum of 3 consecutive days for their cooperating teacher.
- Student teachers can only substitute for a total of **10 days** for their cooperating teacher.
- If a district is requesting that a student teacher substitute more than three days per week for their cooperating teacher, permission must be requested from Mrs. Beverina-Moore, Director of Student Placements ([dmoore@pointpark.edu](mailto:dmoore@pointpark.edu) )

**In the same building outside of cooperating teacher's classroom for a maximum of 3 days:**

- Student teachers may be asked to substitute in the same building in the same certification area in **emergency situations only** for a **maximum of 2 days**
- Student teachers may be asked to substitute in the same building in outside of their certification area in **emergency situations only** for a **maximum of 1 days**.
- If a student teacher is asked to substitute in the same building but outside their cooperating teacher's classroom for more than one day, permission must be requested through Mrs. Beverina-Moore, Director of Student Placements ([dmoore@pointpark.edu](mailto:dmoore@pointpark.edu) )

**In other district buildings:**

- Student teachers **are not permitted to substitute** in buildings other than where they are placed for their student teaching