

Board of Education Policy 7.4890
Administrative Procedure

Student Teaching for Current Employees: Procedural Guidance

Catawba County Schools recognize the potential for teacher assistants or other non-certified employees to return to college for the purpose of securing a teaching license and subsequent employment as a teacher. Most of this time, classes may be obtained at night or on weekends, allowing the employee to continue their normal daily employment. The student teaching requirement must be done during the day, and therefore disrupts continuous employment. The following guidelines will be used to provide equal treatment to all non-certified employees who will miss time from work for student teaching or other internship requirements:

1. The employee must submit in writing a formal request to take educational leave for the purpose of doing student teaching, internships, or course required observations, to the Assistant Superintendent for Human Resources, at least thirty days in advance. A copy should be given to the principal as well.
2. As an employment benefit, the system will continue payment for health insurance while the employee is on leave to do student teaching, provided the employee is currently employed at least thirty hours per week.
3. The school system will provide salary continuation at a 30% rate for all days missed for student teaching for up to 15 weeks, and for an additional five weeks for internships or other observation requirements. Days missed beyond these limits will be leave without any pay. The employee may not use annual leave or sick leave to increase their pay during this period of educational leave.
4. The employee will return to their teacher assistant role once the student teaching is completed.
5. The system will consider the employee for any teaching positions that may occur, but is under no obligation to hire him/her for a teaching position.
6. While the employee is away from their primary job, the system will hire a substitute to work in their place for up to five hours per day, if the school is unable to otherwise cover their duties. The substitute will be considered a part-time and temporary employee, and will not receive any benefits. The school will be expected to accommodate less service time to assist the system in providing the 30 percent salary continuation. No additional money is allocated for this process.
7. If the employee is part-time, and does not have paid insurance, the system will not provide pay in lieu of insurance cost.
8. If the employee is part-time, they will be expected to do the observations and internships on their own time as much as possible.
9. The provision of insurance and limited salary continuation is subject to change at any time if the district feels the financial burden is detrimental to other needs.

Issues not addressed in this procedure should be discussed with the Assistant Superintendent for Human Resources. Additional guidance will be developed as the need arises and a revised protocol will be issued.

October 24, 2005

Superintendent

Date