



**PARTNERING SCHOOL DISTRICT and
ETSU, CLEMMER COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
CANDIDATE TO SUBSTITUTE CONTRACT**

I, _____, acknowledge that I have completed substitute training on _____
(Student Name) (Date)
with _____ and completed all HR paperwork and requirements to become eligible to substitute
(School District)
teach during my residency year.

During Pre-residency and Residency I, candidates are allowed to complete substitute teaching whenever they are available and accept a position. This would be considered a part-time job for our candidates, and they are unable to count the hours paid for substitute teaching toward their Residency I hours.

During Residency II, candidates are allowed to substitute in two settings, but must follow the guidelines below:

1. In the event a mentor teacher is absent, residency candidates can be paid to substitute for their mentor teacher without restrictions.
2. Residency candidates can substitute in other classrooms within their placement school after their edTPA filming is complete and they have obtained approval from their mentor teacher and ETSU supervisor. Candidates are limited to 5 days of substitute teaching in other classrooms.

Initial each of the following statements below and sign at the bottom to indicate that you agree to the substitute requirements.

- I also acknowledge that I am prepared to accept the responsibility of serving as a substitute teacher and freely choose to serve in this capacity.
- I also acknowledge that once I agree to be a substitute, I am acting as a substitute with the placement district rather than as a teacher candidate for East Tennessee State University (ETSU).
- I will abide by all policies, rules and regulations of the school system while performing the duties of substitute teacher.
- I will not let substituting in my placement district interfere with my attendance in ETSU courses or with completion of assigned work in or related to those courses.
- I am responsible for recording dates, locations, licensure area, and grade level of my substitute experience on the Watermark time log.
- I acknowledge that I am only allowed to substitute after I have completed the edTPA filming in Residency II.
- I may be removed from eligibility for substitute teaching at any time, for any reason or for no reason, by the principal of the school, in which I am completing Residency II, or by my ETSU supervisor or seminar leader.
- I agree to ***comply with Titles VI and VII of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the related regulations of each. As such, I will not discriminate against any individual because of race, religion, creed, color, gender, age, handicap or national origin. Nor ETSU or placement district is responsible for personal injury or property damage or loss except that resulting from its own negligence or those within its control or employ.***
- When you substitute, you should ask the school administrator to provide a teacher in the school, in addition to your mentor, to serve as support and a contact for assistance if needed during a substitute teaching assignment. By signing this document, you acknowledge that you agree to the candidate to substitute contract.

Student Signature _____ E# _____ Date _____

In addition to substitute training and contract acknowledgement, you must also obtain approval from your mentor teacher, principal from your placement school, and ETSU supervisor and seminar leader. Once all signatures have been obtained, please make a copy of this agreement for your records, email this original document to your ETSU supervisor, and upload this document into Student Learning & Licensure.

Mentor Signature Date

Principal Signature Date

Supervisor Signature Date

Seminar Leader Signature