SUBSTITUTE TEACHING

In order to substitute teach for a Master Teacher, the candidate must meet the following criteria:

1. The Student Teacher must be in at least week five of their first placement or week three of their second placement.

2. The Student Teacher must obtain a letter from the Master Teacher stating that he/she believes the Student Teacher is ready to assume full responsibility for the classroom in the teacher's absence.

3. The Student Teacher must obtain a letter (or e-mail) from the Student Teaching Supervisor stating that he/she believes the Student Teacher is ready to assume full responsibility for the classroom in the teacher's absence.

4. The Student Teacher must obtain a letter from the school principal stating that they will hire the Student Teacher and assume all responsibility and liability for them during the day(s) that they are subbing. (This is because Biola's insurance only covers them while they are under the supervision of a Master Teacher).

5. The Student Teacher must obtain written proof that the districts where they plan to substitute teach has hired them.