



**LYCOMING  
COLLEGE**

## Lycoming College Substitute Teaching While Student Teaching Policy

Dear Cooperating Teachers and School District Administrators:

Lycoming College's Department of Education is grateful for our continued partnership and appreciate the acceptance of our students for a variety of experiences including but not limited to observations, practicums, and student teaching. We also are cognizant of the difficulty our partnering school districts have in finding substitute teachers and at times want to use student teachers to 'cover' classes when substitutes are unavailable. In an effort to assist in building capacity for your district, Lycoming College student teachers will be permitted to act as a substitute teacher during their student teaching experience under the following conditions:

1. The school district administration will discuss the opportunity or possibility of the student teacher serving as a substitute teacher with the cooperating teacher, the student teacher, and the Lycoming College supervisor early during the placement and start the necessary process for district substitute employment if all agree.
2. After the student teacher has completed a minimum of six weeks in their placement, the student teacher, cooperating teacher, and Lycoming College supervisor must be in agreement (and documented by email correspondence) that the student is ready to handle the responsibility of substituting. At this point, a decision will be made regarding substituting in the classroom where they are assigned for student teaching.
3. The student can only be employed as a substitute in the cooperating teacher's classroom or where assigned during student teaching.
  - a. May NOT substitute outside of the cooperating teacher's classroom. If there is a need for a substitute teacher in another classroom, PDE suggests that the cooperating teacher be assigned to the 'other' classroom for the day and the student teacher remains in their 'student teaching' classroom as a substitute.
4. The cooperating teacher will notify Lycoming College when the student teacher is being employed as a substitute in a timely fashion (i.e., prior to the day, if possible).
5. The student teacher must be approved by the local school district Board of Directors for substitute status.
6. The student teacher will be employed and compensated substitute wages by the school district for their services for the day(s) the student teacher serves as a substitute teacher.
7. The student teacher may not substitute more than ten days total.

In the event of extenuating circumstances communication with the Lycoming College supervisor should occur immediately then follow-up through Chair of the Education Department.

**THINK DEEPLY.  
ACT BOLDLY.**

Revised 8/28/2023

These guidelines have been established not as a means to encourage employing student teachers as substitutes as they are still novice in their development as educators, but to assist school districts in providing the best possible education for their students when employees are absent.

If you have any questions or concerns related to this policy, please contact Amy Rogers, Chair, Department of Education at [rogersa@lycoming.edu](mailto:rogersa@lycoming.edu) or (570) 321-4312. We wish you the best for a smooth opening and a productive and successful school year.

Sincerely,

*Rachel Hickoff-Cresko*

Rachel Hickoff-Cresko, on behalf of the Education Department  
Chair, Department of Education  
Lycoming College  
[hickoff@lycoming.edu](mailto:hickoff@lycoming.edu)  
(570) 321-4223