



Addendum to the Internship Academy Substitute Policy

Effective October 14, 2020

As a result of the Covid-19 Pandemic, schools are currently facing an extreme substitute shortage. The Internship Academy is in a unique position of having interns with substitute certificates in schools every day. However, it should be recognized that interns are in the buildings as a part of their preparation as pre-service teachers. Interns were intentionally placed with Master Teachers to co-teach, learn, reflect, and develop their craft of teaching.

Number of Substitute Days: As our partner schools face unique challenges this year, we recognize the increased need for substitute teachers. In response to the extreme substitute shortage, we can extend the number of substitute days allowed based on an intern's comfort level with the balance of preparation in their own classroom and subbing in other classrooms. Schools should note there may be differences among interns' degree of comfort in the number of acceptable subbing days. TiRs should discuss with each intern the pros and cons of subbing (i.e. extra experience in other grade levels vs. time away from their Mentor Teacher and their own students) and determine each intern's preference regarding substituting in other classrooms. This preference should be considered when making decisions.

Quarantine Situations: As the current substitute policy does not account for quarantine, this addendum should provide clarity on quarantine situations. If a Master Teacher is in quarantine and is able to continue co-teaching with the intern virtually (i.e. through Zoom - planning, instructional delivery, etc.), this will be viewed as a great opportunity for learning. This will be considered part of the intern's preparation and does not require substitute payment. If the Master Teacher becomes too ill to continue co-teaching and the intern takes over full responsibility, the intern should be paid as a substitute. In the event an intern is subbing outside of his or her placement classroom for a teacher in quarantine, the intern should be paid as a substitute.

Professional Development: Given the current circumstances regarding the need for substitutes, we caution districts from over-using interns for unpaid PD days. Interns are graciously giving up time in their placement classroom to help meet the needs of the school caused by the substitute shortage, but we do not want to take advantage of them. While it is not required, we recommend also paying interns when they sub for PD days, especially if they are subbing beyond the originally established three days per month.