### PARAPROFESSIONALS/PROVISIONAL TEACHER-OF-RECORD CONTRACT

Pre-service Teacher Education Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Certification Program/Content Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Hours: \_\_\_\_\_\_\_\_\_\_

Placement District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Placement School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Title/Position Held at School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned parties agree to the following conditions when allowing a paraprofessional or provisional teacher-of-record to assume the role of a field experience observation/practicum student or Student Teacher (culminating experience) while performing his/her duties as a paraprofessional or provisional teacher-of-record. Programs having pre-service teacher education students who are employed in public or accredited nonpublic schools as teacher assistants/paraprofessionals shall accept such experiences as conventional field experience requirement if the following conditions are met:

**Observation/Practicum Field Experience**

The Lindenwood Pre-service Education Student (PS) and District Representative (Human Resources/Principal) must initial each statement:

PS District

\_\_\_\_\_\_ \_\_\_\_\_\_ The pre-service student’s experience as a teacher assistant/paraprofessional/teacher of record is   
 concurrent with the semester of enrollment in the course requiring field experiences and in the   
 same content area and grade range for which the student is seeking certification;

\_\_\_\_\_\_ \_\_\_\_\_\_ The pre-service education student shall have conducted teaching activities comparable to   
 those required for other pre-service education students in conventional field placements and   
 demonstrating similar competencies;

\_\_\_\_\_\_ \_\_\_\_\_\_ The host/mentor/cooperating teacher with whom the pre-service education student served meets the qualifications for a host teacher;

\_\_\_\_\_\_ \_\_\_\_\_\_ The pre-service education student has been working with permission and under the authority   
 of the principal of the school or a designee;

\_\_\_\_\_\_ \_\_\_\_\_\_ The host/mentor/cooperating teacher shall formally evaluate the pre-service education student during the experience;

\_\_\_\_\_\_ \_\_\_\_\_\_ The host/mentor/cooperating teacher shall verify and sign the pre-service education student’s   
attendance log sheet for the required hours.

**Student Teaching** (All of the above plus additional requirements for student teaching)

\_\_\_\_\_ \_\_\_\_\_\_ The pre-service teacher/teacher candidate must be teaching full time with at least 50% of the time   
 in the certification content area to allow it to count toward the student teaching experience.

\_\_\_\_\_ \_\_\_\_\_\_ The pre-service teacher/teacher candidate must complete all experiences, including intensive   
 teaching, demonstrating similar competencies as a conventional placement.

\_\_\_\_\_ \_\_\_\_\_\_ The pre-service teacher/teacher candidate must submit a schedule of daily duties for the entire   
semester to the Coordinator of Student Teaching for consideration. The Coordinator, who may consult with the Field Experience Review Committee, must approve the schedule before the placement can be considered for student teaching. Changes to the scheduled daily duties must be approved by the Coordinator before they occur.

\_\_\_\_\_ \_\_\_\_\_\_ The pre-service teachers pursuing certification in early childhood must student teach in grades K-3.

\_\_\_\_\_ \_\_\_\_\_\_ The pre-service teachers are expected to attend a professional development day at Lindenwood University, sponsored by the COEHS once a month.

\_\_\_\_\_ \_\_\_\_\_\_ The pre-service teachers must attend every student teaching seminar.

**Field Experience Expectations**

* The pre-service education student must request placement through Foliotek with all supporting documentation.
* Assignments and paperwork associated with the field experience are completed and turned in to the appropriate professor.
* The pre-service education student will exhibit professional dispositions, behavior and appearance.
* The pre-service education student will be familiar with the Field Placement Handbook and/or Student Teaching Handbook and abide by its policies.

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Pre-service Student Date

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District Representative Date