



**PARTNERING SCHOOL DISTRICT and ETSU  
CANDIDATE TO SUBSTITUTE CONTRACT**

I, \_\_\_\_\_, acknowledge that I have completed substitute training on \_\_\_\_\_ with  
(Student Name) (Date)  
\_\_\_\_\_ and am eligible to Substitute teach with approval by my mentor teacher, principal, ETSU  
(School District)  
Supervisor and seminar leader.

Candidate is allowed to substitute for no more than five (5) days during the Residency II term as defined by ETSU. Candidates are allowed to substitute in three settings, but the preference must be in the following order:

- a. Classroom of mentor teacher
- b. Another classroom in the school they are assigned-requires mentor teacher and ETSU supervisor approval.
- c. A classroom in another school-requires advance notice and must be approved by mentor teacher and ETSU supervisor.

**Initial by each of the following points to acknowledge reading them.**

\_\_\_\_\_ 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 LiveText 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 and email this original document to your ETSU supervisor and upload in to LiveText.

\_\_\_\_\_  
Mentor Signature Date Principal Signature Date

\_\_\_\_\_  
Supervisor Signature Date Seminar Leader Signature Date