



Educational Assistant and School and Community Service Professional Application for Student Teaching Leave of Absence

Leave Description:

The Saint Paul Federation of Educators and Saint Paul Public Schools agree that Educational Assistants and School and Community Service Professionals are an integral part of the District community and that providing assistance to become classroom teachers in Saint Paul Public Schools can strengthen and help diversify the teaching force. The Educational Assistant and School and Community Service Professionals collective bargaining agreement includes a paid leave of absence for the purpose of completing student teaching for up to five Educational Assistants each fall and up to five Educational Assistants each spring. **(This is not to be combined with the EA education stipend.)**

Qualifications:

An Educational Assistant may apply for a **one-time** paid leave to complete their student teaching practicum after completing a minimum of two years of employment with Saint Paul Public Schools.

Applicants must submit the following information to be considered for a Student Teaching Leave:

- The attached completed application form.
- A current resume
- A completed leave of absence form with confirmation of the student teaching placement
- An official transcript showing all course work completed to date from the college or university from which you are currently enrolled.
- A short essay (at least 250 words) answering the questions:
 - Why do you want to be a teacher in Saint Paul Public Schools?
 - Describe one specific instructional strategy you would use as a teacher to bring up the achievement level for students of color.

Requirements for Leave Recipients:

- Recipients must commit to working in St. Paul Public Schools after the completion of their teaching license for at least three years, if a position is available and the district chooses to offer the individual a contract. The district retains all rights under Minn. Stat. 122A.41 (Teacher Tenure Act).
- Preference will be given to Educational Assistants seeking a license in a hard-to-staff license area.

Application Deadline:

Applications are due by May 1st for a fall leave request and November 20th for a spring leave request (or the following business day if these dates fall on a weekend) each school year. Applicants will be notified of selection the following month (December or June).



SAINT PAUL FEDERATION OF EDUCATORS LOCAL 28

Educational Assistant Application for Student Teaching Leave of Absence

Please complete the following information:

Name: _____

Employee Number: _____ Job Title: _____

School/Program: _____

Email Address: _____ Phone Number: _____

How many years have you been employed as an Educational Assistant? _____

What license are you seeking? _____

What licensure program are you enrolled in and at what institution?

When did you start your program? _____ What is the projected end date for achieving licensure?

What are the dates of your student teaching? _____

In what school will you complete your student teaching?

I have read and agree to all the provisions for accepting an EA Student Teaching Leave. I certify that the information provided on this application and in supporting documentation is complete, accurate and true to the best of my knowledge.

Signature: _____ **Date:** _____

Please return all completed application materials to:
Priscilla Hernandez/Benefits – EA & SCSP Student Teaching Leave of Absence
Human Resource Department – Saint Paul Public Schools
360 Colborne Street, St. Paul, MN 55102