



SAINT PAUL FEDERATION
OF EDUCATORS LOCAL 28

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 agreements include a paid leave of absence for the purpose of completing student teaching for up to five Educational Assistants/School and Community Service Professionals each fall and up to five Educational Assistants/School and Community Service Professionals each spring. Preference will be given to Educational Assistants and School Community Service Professionals seeking a license in a hard-to-fill license area. **(This is not to be combined with the EA/SCSP Education Stipend.)**

Qualifications:

After completing a minimum of two years of employment with Saint Paul Public Schools, an Educational Assistant/School and Community Service Professional may apply for a **one-time** paid leave to complete their student teaching.

Applicants must submit the following information to be considered for a paid student teaching leave:

1. The attached completed application form.
2. Confirmation of the student teaching placement

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).

Application Deadlines:

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

Please return all completed application materials to:

Mary Yang

Educator Development, Human Resources – Saint Paul Public Schools

360 Colborne Street, St. Paul, MN 55102

mary.yang@spps.org



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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 and/or School and Community Service Professional?? _____

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? _____

Why do you want to be a teacher in Saint Paul Public Schools?

I have read and agree to all the provisions for accepting an EA/SCSP Student Teaching Paid 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:** _____