Policies for Educational Aides in the Teacher Preparation Program

A. Educational Aides and Completion of Courses with Required Field Work

1. Educational Aides who are employed by a school district must complete all required field work in courses with field-based assignments, no exceptions.

2. Many courses in the teacher certification program will allow Educational Aides to complete required field work hours while in their place of employment. However, Educational Aides must do the field work for the following courses outside of their place of employment.
   - Any courses with the word “Approaches” in the course title
   - C&I 4203; RDG 3523, 3533, 3773, 3823, 4733; BBL 4033, 4063, 4073; SPE 3653, 4613, 4653; KIN 4303.

This means that Educational Aides must make arrangements with their principals and their District Director of Human Resources to take flex time and personal time to complete the field work requirements for their courses.

District Human Resources Personnel have agreed to facilitate this process for Educational Aides because they support the concept of exposing future teachers to a variety of teaching settings. However, if an educational aide is unable to negotiate with a district to meet these program requirements, and can present evidence of this such as a signed letter from an administrator to the COEHD Associate Dean for Teacher Education, accommodations will be made to assist the educational aide in completing these requirements.

B. Educational Aides and Completion of the Student Teaching Semester Requirements

If an Educational Aide has applied for an Educational Aide Exemption from the state and did not qualify for exemption from student teaching for financial reasons, UTSA will allow an Educational Aide to do their student teaching semester in their place of employment if they meet the following requirements.

The following policies will apply to all Educational Aides in the COEHD Teacher Preparation Program.

1. Educational Aides must provide documentation of denial of admission to the state Educational Aide Exemption Program based on financial reasons.

2. If an Educational Aide does not qualify for the state Educational Aide Exemption Program for financial reasons, the Educational Aide may remain in his or her paid position for the student teaching semester if they meet the following conditions:
a) they are in a full time paid position in an accredited public school as an educational aide;

b) they are in a paid position that corresponds to the certification they are seeking (e.g. Educational aide seeking EC-6 certification must be in an EC-6 classroom);

c) the building principal has agreed, in writing, to allow the educational aide to complete all of the student teaching requirements in their paid position including taking over full teaching responsibility during the student teaching semester;

d) the classroom teacher of record where the Educational Aide works agrees, in writing, to act as the cooperating teacher for the student teaching semester assuming all of the duties and responsibilities required of a cooperating teacher.

If, at any time, the UTSA Student Teaching Director decides that the Educational Aide is not fulfilling the requirements for student teaching in their place of employment, the University reserves the right to move the student to a new placement to complete the student teaching semester.