

# Student Teacher Employment Program (STEP) Application / Agreement

This form must be submitted to the WCSD HR Department

Name:		USBE CACTUS ID#:	
Availability Date:		Estimated Program Completion Date:	
Address:		City:	State: Zip Code:
Cell Phone:	Home Phone:	Email Address:	
Preferred School Assignment and Grade Level:			
<p><b>Agreement: I agree that if I am selected to participate as a STEP Teacher, I will conduct myself professionally and in accordance with all applicable school and WCSD policies. I understand the WCSD Student Teacher Employment Program (STEP) is a FULL SCHOOL YEAR program that allows student teachers to complete the university-based educator preparation program requirements, while employed by WCSD as the “teacher of record”. I understand there is no associated expectation of continued employment with this program and that the District may end my STEP Teacher relationship (employment or otherwise) at any time at District’s sole discretion. If currently employed by WCSD, I understand that failure to comply with the conditions of this agreement may result in termination of my current employment.</b></p>			
Signature:		Date:	

**Eligibility:**

“Student Teacher Employment Program (STEP)” means a supervised "hands-on" experience to prepare aspiring teachers completing a university-based Board-approved educator preparation program, while working as the “teacher of record”. All university course work must be completed prior to participation in the program except courses with prior approval from WCSD. If selected, STEP Teachers will receive a base salary equal to 60% of step 1 of the TT salary schedule, along with \$4,200 legislative salary adjustment and benefits according to District Policy, for full time employment. The STEP Teacher must be recommended by their university program for the appropriate USBE Associate Educator License, in order to be assigned as the “teacher of record” at the start of the school year. The STEP Teacher will be provided with a trained mentor educator and will be under the direction of the trained mentor educator and a collegiate supervising professor. STEP Teachers are expected to attend in-service training, Professional Learning Community (PLC) training, and preparation activities as scheduled. The STEP Teacher is expected to complete the university clinical experience requirements during the first semester of the school year and receive recommendation for USBE Professional Educator License within the first month of the second semester of the school year.

- Must meet all university requirements and obtain approval from the designated university program Coordinator/Director to begin clinical experience.
- Must complete a criminal background check through Utah State Board of Education
- Must be recommended for the USBE Associate Educator License by the university

**MANDATORY:** to be considered for this program, the APPLICANT must obtain the following eligibility verification:  
 I certify that the above named individual will complete all required course work in accordance with Utah Administrative Rules, has completed a satisfactory and current background check, holds a valid educator license issued by USBE, and will be eligible for participation according to WCSD Policy and this agreement, by the start of the school contract year.

<i>University Department Approval Signature</i>	<i>Date</i>
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University Name:			
Name and Phone number of Collegiate Supervising Professor:	Name:	Phone No:	
Human Resource Department CACTUS Approval:	Signature:	Date:	
Assigned WCSD School and Mentor Teacher:			
Final Committee Approval:			