

NYCDOE/UFT PARAPROFESSIONAL STUDENT TEACHING LEAVE OF ABSENCE PROGRAM

In some instances, colleges and universities will not accept work as a Paraprofessional, in lieu of student teaching. The NYCDOE provides eligible paraprofessionals a 40 day paid leave of absence to complete student teaching requirements. The number of leaves per year will not exceed 100 total (50 leaves for the fall, 50 leaves for the spring). These special leaves of absences are by application only and given at the discretion of the Executive Director of Human Capital.

Application Period:

- *Fall Application: August 1st - October 1st.*
- *Spring Application: December 1st - February 1st.*

Applications can be found under the Career Training Program section on our website:
www.teachnycprograms.net

Eligibility Requirements:

Eligible Paraprofessionals must:

- Be a full-time, active employee with a minimum of one (1) full school year as a Paraprofessional. **Work as a substitute paraprofessional will not count toward this requirement.**
- Have at least a 2.5 GPA in the program of study.
- Fall into **one** of three categories below:
 - A) A paraprofessional who graduated with a degree in education (undergraduate or graduate) but was **not recommended for certification based on lack of student teaching.**
 - B) A paraprofessional who is enrolled in a Master's degree program leading to initial certification and **needs student teaching to complete their program.**
 - C) A paraprofessional who is enrolled in an undergraduate program leading to initial certification and **need student teaching to complete their program.**

Required Documentation:

The following documentation must accompany the application:

- An official transcript which shows the following information:
 - Matriculation status in the specific teacher education program.
 - At least a 2.5 GPA in the current teacher education program.
- In addition, specific documentation is required based on the specific category of the paraprofessional (under eligibility requirements).

Category A:

- A letter from the college/university (Education Department – Program Chairperson/Director) stating the candidate has graduated from the program and has met all requirements for state certification except student teaching. (Please note that this includes all required examinations and coursework.)
- The letter must also state that the 40 day leave of absence will satisfy the student teaching requirement and the college/university will apply for certification on behalf of the applicant once the student teaching is completed.
- The letter must also specify exact dates and site proposal (if available) in which the leave of absence will occur.

Category B:

- A letter from the college/university (Education Department – Program Chairperson/Director) stating that student teaching is the only remaining requirement for graduation/certification and that the 40 day leave of absence will satisfy this requirement.
- The letter must also specify exact dates and site proposal (if available) in which the leave of absence will occur.

Category C:

- A letter from the college/university (Education Department – Program Chairperson/Director) stating that student teaching is the only remaining requirement for graduation/certification and that the 40 day leave of absence will satisfy this requirement.
- The letter must also specify exact dates and site proposal (if available) in which the leave of absence will occur.

Restrictions:

- Student teaching leaves of absences will be provided annually on a limited basis during the fall and spring only.
- Leaves will be granted by severity of the need, with priority given to those paraprofessionals who have already graduated from initial teacher education programs.
- Approved leave is for 40 days; if more than 40 days is required, the applicant must apply through the SOE Self-Service Online Leave Application System (SOLAS) for extended Leave of Absence time.
- The number of leaves per year will not exceed 100. These special leaves of absence are by application only and given at the discretion of the Executive Director of Human Capital.
- The approval of any of these leaves of absence is at the complete discretion of the Division of Human Capital.
- Leaves of absence will only be granted for student teaching leading to initial teacher certification. **(There will be no leaves of absence for non-teaching positions, such as speech language pathologists, school counselor, psychologist, social worker, attendance teacher, or other similar titles.)**

If you require further information, please email CareerTraining@schools.nyc.gov or call us at (718) 935-2449.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.