

# Example Undergraduate Field Work Description

## Overview

Lincoln Elementary is excited to host Cal education minors seeking an impactful field work placement. Lincoln is a k-6 public elementary school in Richmond with approximately 425 students. In this field work experience, students will be working towards becoming substitute teachers\*\* for West Contra Costa Unified School District. While it takes some time to complete the hiring process, once students are hired they will be regular substitute teachers, paid at \$134/day and eligible to work as substitute teachers (both at Lincoln and at other schools within the district) whenever their schedule allows. While students are completing the hiring process, they will be volunteering at Lincoln and preparing to step into the classroom as a sub. This scaffolded experience will begin with shadowing students, then supporting small group learning, progressing to co-teaching with an experienced teacher or sub, then (when the hiring process is complete) being a sub at Lincoln.

*\*\*To be eligible to be a substitute teacher in California, students must have completed 90 units. Lincoln is open to hosting students who have not yet accrued 90 units, but these students cannot work as subs. Our hope is that juniors or sophomores who do this fieldwork placement apply to become subs once they are eligible.*

## District Process

1. Fingerprint and volunteer registration
2. Substitute teacher hiring process

## Scaffolded Practice - Preparing to be a Substitute Teacher

### Early Experiences

- Tour of the school with student ambassadors
- Q&A with students about Lincoln
- Shadow student ambassadors at different grade levels
- Cal students in either 2nd or 6th grade track
- Learn about games for classroom management from Playworks coach at recess
- One-on-one with students needing extra support, specific task:
  - 2nd: One-on-one for students needing extra support during small group pull out time
  - 6th: Support students during independent learning (on tablets)

### Mid-Semester

- Run a 2nd grade small group or 6th grade small group
- Teacher full-day shadow

### Scaffold Towards Subbing

- Shadow with sub
- Co-teach for a day with either experienced teacher or experienced sub
- First day working as a substitute teacher - for 2nd or 6th grade teacher during planned PD day
- Then....ready to work as a substitute for the rest of the semester/year