



Payment Information Sheet

Supervising Teachers of Student Teachers

Payment Voucher

The supervising teachers of student teachers/interns must complete and submit the Payment Voucher – Verification Form providing all requested information. The payment voucher must be submitted to the timekeeper at your school/office no later than May 15 for the spring semester, August 1 for the summer session, or December 1 for the fall semester, depending on the session of the student teaching/intern assignment. (See note to timekeepers below.) This form should be retained with the timekeeper at the school/office.

MCPS Partnerships

The rate of pay is determined as follows:

1. Supervising teachers working in partnership programs will be paid according to the partnership rate listed below:
 - Columbia Union College (CUC) Dual Certification
Elementary Ed/Special ED BA \$500 per year
 - GWU Teachers 2000 \$50 per week for full-day (2nd semester only/first year only)
 - JHU ProSEMS \$50 per week for full-day (2nd semester only/first year only)
 - JHU SET-IT \$500 per year
 - Montgomery College ACET \$5 per week (4 weeks/summer only)
 - Towson–MA Special Education Program \$50 per week for full-day (8 weeks)
 - Towson School Psychology \$50 per week for full-day/full-time
 - Towson Speech/Language Program \$50 per week for full-day/full-time
 - Trinity ESOL \$50 per week for full-day (summer only)
 - UMCP CITE Program \$500 per year for two years
 - UMCP MA CERT Program \$500 per year
 - UMCP Speech/Language Program \$50 per week for full-day/full-time

NOTE: Any supervising experience that is less than full-time is prorated in the same way a Professional Development School (PDS) part-time payment is prorated.



Profession Development School Programs (PDS)

- 2. Supervising teachers working in non-partnership programs will be paid as follows:
 - \$50 per week for full-time, every day assignments.
 - Part-time (less than full week assignments) will be prorated (not to exceed \$50 per week or less than \$5 per week).
 - Payments are paid for holidays, professional days, and/or teacher absence of supervising teacher with the exception of the one-week break in winter and spring or any full week loss due to emergency closing.
 - If two teachers supervise the same student teacher or intern, payment will be made in proportion to contact time with student teacher or intern.

Other Field Experiences

- 3. There may be other final field experiences for student teaching/internships that do not fall under the partnership or PDS agreements. Examples include physical education, music, and art student teaching experiences and counseling and social work internships. In such cases, payments will be made to the supervising teacher at the rate similar to those in a PDS situation. Also, payments for JHU FlexMAT and JHU SIMAT are made at the same rate as those in a PDS situation.

Payment Voucher – Verification Form for Supervising Teachers

Timekeepers must complete the Payment Voucher – Verification Form. Be sure to identify the college/university program in which your student teacher(s) or intern(s) are enrolled. You may record several names on one payment verification form; however, a separate sheet should be completed for each different college/university program. The principal/administrator must sign the form(s). All payment forms must be submitted to Ms. Kathleen Erkert, Office of Human Resources, Suite 401, Metro Park North.

Note to Timekeepers: In order for payments to be made in a timely manner, the verification form should be submitted by timekeepers to Ms. Kathleen Erkert, Office of Human Resources, Suite 401, Metro Park North, by the following dates:

- Fall Semester December 1st of the student teaching semester
- Spring Semester May 15th of the student teaching semester
- Summer August 1st of the student teaching semester

If you have any questions, please contact Ms. Erkert at 301-279-3947 or 301-279-3900 in the Office of Human Resources.