



# Saint Paul Public Schools

## TEACHING ASSISTANT – Workshop Pre-Approval Application

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_ Work Location \_\_\_\_\_  
Employee ID \_\_\_\_\_

Home Address: (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Work Fax #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Brief description of your job duties: \_\_\_\_\_  
.....

### WORKSHOP/COURSE INFORMATION

(Check One Option)     In-Service Hours     College Credit

WORKSHOP/COURSE TITLE: \_\_\_\_\_

WORKSHOP/COURSE GIVEN BY: \_\_\_\_\_

WORKSHOP/COURSE DATES: \_\_\_\_\_

TOTAL WORKSHOP/COURSE HOURS/CREDITS (exclude breaks and meals): \_\_\_\_\_

HAVE YOU TAKEN THIS WORKSHOP BEFORE? \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

.....

### PRE-APPROVAL SIGNATURES

\_\_\_\_\_  
Billie McQuillan, Supervisor    Date  
Center for Academic Excellence  
**IN-SERVICE HOURS ONLY**

\_\_\_\_\_  
Jayne Meza, Compensation Supervisor    Date  
Human Resources Department  
**COLLEGE CREDITS FOR TEACHER ASSISTANTS**

\_\_\_\_\_  
Number of In-Service Approved

\_\_\_\_\_  
Number of College Credits Approved

CREDIT DENIED: \_\_\_\_\_

### **INSTRUCTIONS**

1. Complete the Workshop Pre-Approval Application; be sure to obtain your administrator's signature.
  - ❑ If you are a **Teacher Assistant** and are applying for In-Service Hours, make a copy of this form for your records and send the original to the Center for Academic Excellence, 1001 Johnson Parkway, Attn: René Aultman.
  - ❑ If you are a **Teacher Assistant** and are applying for **College Credit**, make a copy of this form for your records and send the original to Saint Paul Public Schools, Human Resource Department, 360 Colborne Street, Attention: Jayne Meza
2. You will receive the signed copy of the Workshop Pre-Approval Application in return. If your application request has been denied an explanation will be provided.
3. Upon completion of the workshop, send to Saint Paul Public Schools, Human Resource Department, 360 Colborne Street, Attention: Doug Kane. (See Guideline # 5 below for details)

### **GUIDELINES**

1. In accordance with the agreement between the Saint Paul Board of Education and the Minnesota Teamsters Public and Law Enforcement Employees, Union Local 320 representing Teaching Assistants, workshops/coursework taken may result in movement on the wage scale.
2. Workshops/coursework must be pre-approved by the employee's principal/supervisor and the Center for Academic Excellence **two (2) weeks prior** to the course **start** date.  
  
**Coursework** taken for **College Credit** must be pre-approved by the employee's principal/supervisor and the Human Resource Department **two (2) weeks** prior to the course **start** date.
3. Workshops/coursework must be directly related to a Teaching Assistant's employment responsibilities. Submit a description of the workshop or a copy of the brochure/flyer with the application.
4. The number of In-Service Hours is determined by actual instruction time. One (1) hour of instruction time is equal to one (1) In-Service Hour.
5. For In-Service Hours, submit the signed copy of the Workshop Pre-Approval Application along with the completion certificate of attendance or original college transcript, to the Human Resources Department for advancement to the next salary lane. **ONLY** submit certificates/transcripts when you have enough to move to the next lane.  
  
For Additional College Credit and lane change submission requirements, refer to the:  
Teacher's Assistant Contract Article 17, Sections 2 & 3.
6. The Human Resource Department maintains the Teacher Assistant database for workshop credits. At your request, a printout listing the number of workshop credits will be mailed to you.

**PLEASE NOTE: Course work must be directly related to your current assignment or lead to teacher licensure by the State of Minnesota.**