

At-a-Glance Roles/Responsibilities of Cooperating Teachers

Internship I ---Wednesdays Only

Welcome the student teacher---Introduce as a guest teacher to create a level of respect and increased classroom support

Introduce the student teacher to other faculty/staff members---share various roles

Provide a work/study area for the student teacher's belongings---student desk, small table & chair, shelf in cabinet, etc.

Include the student teacher in team meetings, planning meetings, faculty meetings, ARDS, RTI meetings, professional development opportunities, parent conferences, etc.

Explain methods of record keeping for attendance, tardiness, grades, late papers, conduct, student records, emergency procedures, etc.

Provide an environment for learning---share classroom rules/procedures, seating charts, school rules, discipline policies, provide pointers on how you set up your classroom, etc.

Provide the student teacher with access to scope & sequence, teacher editions, curriculum guides, campus handbook, other instructional materials, etc. Provide step-by-step guidance

Student teachers participate in teacher duty schedule; study halls; lunch duty; playground duties, etc.

Model good teaching and professional behavior---high quality instruction with reflective practice

Help the student teacher schedule classroom observations with campus colleagues

If discussion/coaching with the student teacher is not resolved, contact the field supervisor.

Phase in teaching responsibilities: Weeks 1-6

Student teacher individually helps students, small group, teaching lessons, etc. until he/she is ready to teach an entire class period or all day on Wednesday (Full day by mid-semester.)

Cooperating Teacher reviews two lesson plans written by the Intern and provides constructive feedback prior to teaching---one lesson will be recorded/videotaped.

Cooperating Teacher observes one lesson, records observations on the mentor (cooperating) teacher performance observation checklist, provide constructive feedback

- *Pre-conference*
- *Observation*
- *Post-conference*

The field supervisor may provide additional information pertinent to the course, individual campus and/or district.