

## RESPONSIBILITIES OF THE COOPERATING TEACHER – With Student in Own Classroom

The Cooperating Teacher is an integral part of the student teaching experience. The experience and knowledge that the Cooperating Teacher shares with the Student Teacher is vital to the success of the experience. The Cooperating Teacher is a designated mentor available to monitor, evaluate, and provide feedback to the Student Teacher on a daily basis. Considering this responsibility, the Cooperating Teacher should have at least three years of teaching experience relevant to the license the candidate is seeking, hold a valid teaching certificate or professional license that aligns with the Student Teacher's program of study, and will ideally have earned a Master's degree. Cooperating Teachers should be considered master teachers in their schools/districts and be comfortable using evaluation instruments and standard observation, feedback, and coaching strategies to assist student teachers in the development of the management and instructional skills necessary to become effective and competent educators.

Responsibilities of the Cooperating Teacher include, but are not limited to:

- Review all welcome materials including the Student Teaching Handbook, TaskStream Instructions, and Orientation PowerPoint.
- Meet the Student Teacher prior to the practicum. Communicate expectations, policies, material, and curriculum requirements for the first days/weeks of the experience. Please note that the Student Teacher is expected to work the same hours as a contracted teacher.
- Assist in orienting the Student Teacher to the school, classroom, and students, including all policies, rules, and regulations, if needed.
- Supervise and observe the Student Teacher on a weekly basis. Debrief with student daily. Provide prompt and substantive feedback regarding all performance activities and interactions with school personnel, students, and parents.
- In the event that a cooperating teacher is mentoring from another building, the cooperating teacher should be present for the orientation meeting, 2 informal observations and 2 formal evaluations (scheduled in collaboration with the Supervisor) at a minimum.
- Immediately inform the Faculty/Site Supervisor and Education Program Specialist of any concerns regarding the Student Teacher's progress or performance.
- Encourage the Student Teacher's development. Expect that learning will occur and mistakes may be made.
- Set and communicate standards for daily lesson plans. Require the Student Teacher to submit lesson plans a minimum of 48 hours in advance (or as directed) to ensure ample time for evaluation. Review lesson plans and provide constructive feedback as needed.
- Provide guidance and support regarding the development of the [Teacher Work Sample](#), [Professional Growth Plan](#), and any other state, program, or version specific artifacts. These documents are submitted by the ST to their seminar courses for grading and evaluation. The CT does not grade these artifacts.

- Review and enforce the attendance policy. The Student Teacher is to notify you, the Faculty/Site Supervisor, and Education Program Specialist immediately of the absence and then return the [Absence Form](#) to the Education Program Specialist within three working days. Absences are reserved for emergencies or illness only. All missed days must be made up at the end of the practicum. More than five absences (excluding inclement weather days) will result in the automatic termination of the student teaching experience.
- Communicate the Student Teacher's progress to the Faculty/Site Supervisor and Education Program Specialist via face-to-face discussion, email, or telephone contact.
- Collaborate with the Faculty/Site Supervisor to assist the Student Teacher in developing and remediating identified skill and knowledge deficiencies throughout the student teaching experience.
- Complete and release the Midterm and Final Evaluations via TaskStream by the established due dates. Completed evaluations must offer *substantive* comments regarding the Student Teacher's performance. Review the evaluations with the Student Teacher prior to releasing it in TaskStream.
- Collaborate with the Faculty/Site Supervisor on the Student Teaching Grade Form. The Faculty/Site Supervisor is ultimately responsible for the student teacher's final student teaching grade. However, the Cooperating Teacher's input is critical for consideration.
- Submit a W-9 form to the designated University representative to receive payment for services (unless otherwise directed by the state or school district). The stipend is processed upon the completion of the student teaching practicum and all required duties. Please note that a failure to comply with the above policies may result in a reduction/withholding of the stipend.
- Please note that the University or host institution has the right to remove, reassign, or discontinue the student teaching practicum if reasonable cause exists.