

## *V. The University Supervisor's Roles and Responsibilities*

The University Supervisor functions in the student teacher program as the liaison between the University and the cooperating schools. His/her goal is to see that each Candidate is provided with the opportunity for rich and comprehensive supervised teaching experiences. To this end, the Supervisor works with both the Candidate and Cooperating Teacher, observing, consulting, discussing, and suggesting. The University Supervisor should have weekly contact with the Cooperating Teacher. This may be achieved through meetings, e-mail, or phone conversations. Moreover, it is the responsibility of the University Supervisor to interpret for the cooperating school and Candidate the University policy regarding the program. If any unusual supervised teaching practices or problems exist, they should be discussed with the University Supervisor. They should be brought up by whomever they concern; the Candidate, Cooperating Teacher, or administrator of the cooperating school. The University Supervisor strives to

1. Establish and maintain good relationships between the University and cooperating schools. The first stop during any visitation should be in the school office.
2. Learn the philosophy, objectives, organization, mission and content of the cooperating school program.
3. Meet with Candidates and Cooperating Teachers to review the expectations of the University, the District, and those of the individual school buildings during student teaching.
4. Orient Candidates to the school environment in which they will do their student teaching and the processes to be used in the evaluation of their performance.
5. Guide the Cooperating Teacher to University resources for supervising a Teacher Candidate. Acquaint cooperating school personnel with the philosophy, knowledge base, objectives, organization, and content of the teacher education program. This includes providing information and support on the co-teaching model.
6. Work with University and cooperating school personnel in planning an appropriate program of experiences for Candidates. Establish availability to address needs of both the Teacher Candidate and the Cooperating Teacher
7. Help the Cooperating Teachers and other members of the supervisory team understand, and hence improve, their performance in their supervisory role in the teacher education program.
8. Consult with Cooperating Teachers at least weekly to monitor the performance of Candidates and plan experiences that will lead to their greatest understanding, and therefore, to the improvement of their teaching.
9. Counsel with Candidates concerning problems of adjustment to their teaching role.
10. Guide and support Candidates as they prepare the required Teacher Work Sample.

11. Evaluate the Candidate using a Performance Based Student Evaluation.
  - A. Observe at least two Formative Observations during each placement.
    - i. The University Supervisor may or may not call the Candidate in advance to determine the most appropriate time for an observation.
    - ii. In a scheduled observation, the Candidate will provide the University Supervisor with lesson plans. Textbook and other teaching materials will also be made available upon request.
    - iii. The University Supervisor will observe an entire lesson from the anticipatory set (engagement) to the achievement of closure (evaluation).
    - iv. Following the observation period, the University Supervisor will be provided with a private area to complete the appropriate evaluative paperwork.
    - v. The University Supervisor and Candidate will be provided with a private area for a conference where the lesson and/or evaluation form will be discussed.
    - vi. If appropriate, a "Professional Improvement Plan" will be jointly completed by the University Supervisor and Candidate (Appendix E). Both will sign it. A copy will be submitted to the University.
  - B. The Summative Evaluation will be completed toward the end of each placement.
  - C. The content within these documents will constitute the basis for a final grade, which will be assigned by the University Supervisor in consultation with the Cooperating Teacher.
12. At the end of student teaching, the University Supervisor will review the Summative Reflection prepared by the Candidate (Appendix F). This form will be submitted through TK20.
13. The University Supervisor, Cooperating Teacher and the Candidate will each complete an "Educational Candidate Disposition Inventory" form toward the end of each placement (Appendix G). The dispositions forms are submitted through TK20.
14. Conduct seminars or teach courses designed to supplement Candidate experiences.
15. Consult with cooperating school personnel on curricular, instructional and organizational matters when requested.
16. Cooperate with other University and school personnel in evaluating and refining the teacher education program.
17. Assist the Director of Educational Field Experiences in the assignment of Candidates and recommend reassignment when necessary.