## Responsibilities – Cooperating Teacher (CT)

<table>
<thead>
<tr>
<th>Mentoring/Coaching</th>
<th>• Conduct a brief campus orientation: key personnel, identification of important campus locations, emergency evacuation &amp; disaster procedures</th>
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| Welcoming Student Teacher (ST) | • Introduce ST to students, faculty & staff  
• Show ST around the building and grounds  
• Create a space for ST in the classroom  
• Inform ST of staff meeting dates & times  
• Keep ST actively involved in all classroom/school activities |
| Classroom Procedures | • Provide opportunities for ST to participate in structured observations in the classroom during week 1  
• Help ST understand the established rituals, routines, policies, and procedures:  
  • Familiarize ST with students and family situations that impact learning  
  • Share grading policy  
  • Familiarize ST with classroom management system  
  • Familiarize ST with emergency/disaster/evacuation procedures  
  • Show ST where to find resources, materials & supplies |
| Lesson Planning | • Ensure ST is involved in all planning, grading, teaching & extracurricular activities/duties  
• Assist ST, beginning week 2, in planning and teaching lessons each week  
• Schedule regular meetings with ST to touch base daily, collaborate on lesson and assessment planning |
| Assessment | • Complete 4 assessments through the Student Teaching Online Portal (STOP)  
• If ST score consistently low on a particular domain/multiple domains, please notify the Office of Student Teaching immediately |
| Attendance | • Record ST absences through STOP  
• Notify Field Supervisor (FS) immediately any issues regarding attendance - ST is only allowed to have 2 excused absences  
• If ST is not present for more than 2 hours during school day, mark ST as full-day absence |
| Conferencing with ST | • When assessment is scheduled to take place, CT must do pre-conference and post-conference with the ST (see Student Teaching Handbook for pre/post guiding questions, p. 13-14) |

For more detailed description of CTs’ responsibilities please refer to the Student Teaching Handbook Fall 2018/Spring 2019