

## Responsibilities – Cooperating Teacher (CT)

Mentoring/Coaching	<ul style="list-style-type: none"><li>• Conduct a brief campus orientation: key personnel, identification of important campus locations, emergency evacuation &amp; disaster procedures</li></ul>
Welcoming Student Teacher (ST)	<ul style="list-style-type: none"><li>• Introduce ST to students, faculty &amp; staff</li><li>• Show ST around the building and grounds</li><li>• Create a space for ST in the classroom</li><li>• Inform ST of staff meeting dates &amp; times</li><li>• Keep ST actively involved in all classroom/school activities</li></ul>
Classroom Procedures	<ul style="list-style-type: none"><li>• Provide opportunities for ST to participate in structured observations in the classroom during week 1</li><li>• Help ST understand the established rituals, routines, policies, and procedures:<ul style="list-style-type: none"><li>• Familiarize ST with students and family situations that impact learning</li><li>• Share grading policy</li><li>• Familiarize ST with classroom management system</li><li>• Familiarize ST with emergency/disaster/evacuation procedures</li><li>• Show ST where to find resources, materials &amp; supplies</li></ul></li></ul>
Lesson Planning	<ul style="list-style-type: none"><li>• Ensure ST is involved in all planning, grading, teaching &amp; extracurricular activities/duties</li><li>• Assist ST, beginning week 2, in planning and teaching lessons each week</li><li>• Schedule regular meetings with ST to touch base daily, collaborate on lesson and assessment planning</li></ul>
Assessment	<ul style="list-style-type: none"><li>• Complete 4 assessments through the Student Teaching Online Portal (STOP)</li><li>• If ST score consistently low on a particular domain/multiple domains, please notify the Office of Student Teaching immediately</li></ul>
Attendance	<ul style="list-style-type: none"><li>• Record ST absences through STOP</li><li>• Notify Field Supervisor (FS) immediately any issues regarding attendance - ST is only allowed to have 2 excused absences</li><li>• If ST is not present for more than 2 hours during school day, mark ST as full-day absence</li></ul>
Conferencing with ST	<ul style="list-style-type: none"><li>• 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)</li></ul>

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