OFFICE OF CLINICAL STUDIES

Cooperating Teacher Roles and Responsibilities

The cooperating teacher is the student teacher’s on-site mentor and agrees to involve the student teacher in the daily classroom routine.

- Introduce the student teacher to other faculty, school resources and facilities.
- Provide access to information regarding student diversity and special needs, including IEP’s and standardized assessments.
- Support the Student Teacher’s efforts to meet the State requirements of videotaping instruction of students, provided the appropriate consent forms are completed.
- Participate in three-way conferences with the student teacher and the student teacher’s university supervisor.
- Introduce the student teacher to the students as a co-worker and professional, and continue that support throughout the year.
- Assist the student teacher in assuming increasing teaching responsibilities appropriate to the expectations of the program and level of study.
- Brief the student teacher on procedures and routines of the school and classroom.
- Share instructional philosophies and methodologies.
- In addition to daily supervision and communication, the cooperating teacher will establish a set time to meet with the student teacher to provide feedback on the student teacher’s practice and to plan instruction for which the student teacher will be responsible.
- Provide an ongoing dialogue with student teacher about her/his professional growth.
- Inform the student teacher of staff development opportunities on site.
- Read the Student Teaching Responsibilities Contract and assist the student teacher in fulfilling the student teacher’s requirements.
- Sign the Student Teaching Time Sheets.
- Provide formal feedback through the Cooperating Teacher’s Feedback Form at the midpoint and at the end of the semester.