

SUPERVISOR RESPONSIBILITIES

Liaison

The supervisor acts as a liaison between the participating schools and Anderson University (this includes communication with principals, cooperating teachers, the Director of Clinical Placement).

- Observe, assess and evaluate student teachers on a regular basis regarding teaching, planning, management, and professionalism (minimum of five 45-minute observations/six for split assignments).
- Guide the student teacher's growth in reflective thinking and self-evaluation.
- Evaluate the student teacher's lesson plans and unit and provide verbal and/or written feedback.
- Complete with the cooperating teacher a midpoint and final evaluation of each student teacher and write recommendations.
- Participate in a three-way evaluation conference (at least 20 minutes) with the student teacher and cooperating teacher at the midpoint and end of the semester.
- Provide the student teacher with a "Performance Improvement Plan" if there are problematic areas that need special attention.
- Document thoroughly any infractions of school policy or professionalism, as well as unsatisfactory progress in classroom instruction and management.