

Greater Albany SD 8J
Administrative Regulation

Code: **GCQE-AR**
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Orig. Code(s): AR 6800

Guidelines for Supervised Teacher Training Program

I. General Considerations

- A. In the execution of this program, it is recognized by both the district and the participating college or university that the welfare of the students enrolled in classes where student teachers are assigned is of primary importance.
- B. Administration of this program is the responsibility of the superintendent or designee.
- C. In all matters related to the administration of these policies there shall be mutual cooperation between district personnel and the faculty of the participating college or university.

II. Supervised Teaching

Supervised teaching normally includes observation, directed activity and actual teaching under supervision. Responsibility for the supervised teaching experience is shared by the student, the supervising teacher, the building principal and the university supervisor.

A. Responsibilities of the Student Teacher

- 1. The student teacher will do everything possible to be an asset to the class or department assigned. He/She will be prompt in arrival and regular in attendance and will make conscientious preparation for work. He/She will seek assistance from the university supervisor and the supervising teacher.
- 2. The student teacher will take the initiative in planning for conference periods at times convenient for the supervising teacher.
- 3. The student teacher will experience, as much as possible, the entire school routine, including participation in staff meetings and activities.
- 4. The student teacher will make every reasonable effort to develop a professional attitude.
- 5. The student teacher will understand that his/her tenure in the school assigned is at the discretion of the district and that he/she has a professional responsibility and loyalty to the district.

B. Responsibilities of the Supervising Teacher

- 1. Supervising teachers will be responsible for only one student teacher at a time, except by special arrangement with the principal.
- 2. Supervising teachers will be available for conference with the student teacher, i.e., supervising teachers will manage, guide and assist the student teacher in the process of the student teaching experience as outlined in Part G of this document.

3. The supervising teacher will evaluate the students' work with the student teacher and will recommend a course grade to the director of student teaching.
- C. Responsibilities of the Building Principal
1. The building principal will assume the responsibility for orienting the staff and the school community to the student teaching program.
 2. The principal will orient student teachers to the school by introducing them to teaching and nonteaching personnel, by interpreting the philosophy of the school, and by acquainting them with special services provided for the students.
 3. The principal will do what he/she can to give the student teacher professional status in the building.
- D. Responsibilities for the Participating College or University
1. University staff and district supervising teachers shall share the responsibility for evaluating teacher trainees assigned to their supervision by holding joint conferences with teacher trainees and submitting appropriate records and recommendations.
 2. The participating college or university will pay the district a sum to be mutually agreed upon for each student teacher assigned to the district's schools. This payment will not be affected by the number of weeks or hours per day the student teacher is being supervised and shall be made in a manner agreeable to the district and the participating college or university. Additionally, staff privileges will be granted to those supervising teachers for the school year and the summer following. Such privileges shall include reduced tuition rates and library privileges.
 3. The university shall assign for a scheduled block of time a staff member as a university supervisor to each participating school to act as a liaison person between the school and the university regarding teacher training activities in the school.
- E. Selection of Supervising Teachers
1. Supervising teachers shall be selected cooperatively from among those teachers who have made previous application by the building principal and the director of student teaching of the college or university. **In no case shall students or university personnel other than the director of student teaching make arrangements directly with teachers or principals.**
 2. A supervising teacher shall have:
 - a. At least a bachelors degree;
 - b. A minimum of three years of teaching experience.
- F. Procedure for Assignments
1. All requests for assignments to student teaching will be made by the director of student teaching in writing to the principal.
 2. After approval by the principal, students will report to the school to which they are assigned and be introduced by the principal to the supervising teacher.

3. Assignments will be made on the basis of not less than half-day blocks except in unusual cases, and then only if a smaller block of time meets with the approval of the principal.
3. On the secondary level, students may be assigned to departments, one teacher in the department being designated as the supervising teacher.

G. Nature of the Experience

1. A period of observation will precede any actual participation in the class. During this time the student will become acquainted with class personnel and procedures. The observation will be directed by the supervising teacher. The length of the period of observation will be left to the discretion of the student and the supervising teacher.
2. Observation will be followed by directed activity. The student teacher will begin with small groups, gradually assuming responsibility for the class.
3. With the guidance of the supervising teacher, the student will plan and carry out a teaching experience of several weeks' duration. During this period he/she will be given as much responsibility as is reasonably possible.
4. The student will accept the responsibilities of a regular classroom teacher insofar as time permits.
5. The student teacher will be given the opportunity to attend staff meetings and participate in other suitable professional activities of the staff.
6. The student teacher shall not serve as a substitute teacher. When the supervising teacher or another teacher cannot be in a school, a substitute will be called even though the student teacher is assuming full responsibility for classroom instruction at the time.
7. The student teacher needs to be left alone with the class for short periods of time to learn whether he/she is effective. This experience should be provided during the latter part of the assignment and only after careful preparation by the student and the supervising teacher.