

## **SCHOOL PRINCIPAL RESPONSIBILITIES**

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- Select experienced, successful members of the faculty to serve as cooperating teachers.
- Maintain a school environment in which faculty, staff, and students are accepting of teacher candidates and supportive of the university's student teaching program.
- Help the teacher candidate become familiar with the school's philosophy.
- Invite the teacher candidate to attend faculty meetings and professional in-service meetings.
- Encourage the teacher candidate to take part in the school's extracurricular activities and events.
- Teacher candidate can be utilized as a substitute teacher up to 5 days. They must substitute in their own classroom or in a like endorsed classroom.
- Acquaint the teacher candidate with special services the school and district provide to students and community.
- Help the teacher candidate gain an awareness of the values and expectations of the community.
- Confer regularly with the cooperating teacher on the performance of the teacher candidate.
- Confer with the university supervisor and/or the Director of Field Experiences when serious problems arise concerning the teacher candidate.
- Terminate the placement at any time if the teacher candidate is judged harmful or detrimental to the welfare or educational experiences of students and/or faculty.

### **In addition, the principal may choose to:**

- Occasionally observe the teacher candidate and provide feedback to the teacher candidate.
- Occasionally confer with the teacher candidate about classroom performance.
- Provide the teacher candidate with a mock job interview.
- Serve as a reference for the candidate.