

## TEACHER CANDIDATE RESPONSIBILITIES

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- Observe the standards of appropriate dress for the teaching profession while following the school's dress code.
- Follow the schedule of the school system where you are student teaching. This includes attending in-service days and parent-teacher conferences.
- Consider joining the Student Education Association of Nebraska (SEAN) so that you will have liability insurance.
- Attend the seminar arranged by UNK for teacher candidates.
- Provide your university supervisor, cooperating teacher and the school with your current phone number and email address.
- Be on time when reporting to school and be regular in attendance **(3 total excused absences ONLY for any reason including interviews and taking the Praxis test)**.
- Notify the building principal, cooperating teacher, and supervisor, as far in advance as possible, of tardiness or absence.
- Acknowledge the cooperating teacher as the ultimate authority within the classroom and assume only authority delegated to you by the cooperating teacher.
- Be sensitive to the values and expectations of the community. Be considerate and courteous to students, parents, cooperating teachers, and other school personnel.
- Attend school events as requested by the cooperating teacher or principal.
- Review school policies, procedures and regulations with the cooperating teacher, including emergency procedures.
- Secure a copy of the school's policy for computer and Internet use, and abide by that policy. Do not use school equipment for personal use.
- Consider using a notebook to journal your experience and keep track of ideas, suggestions and reflections.
- Learn as much as possible about each student, especially those with special needs or students whose first language is not English.
- Get prior approval for any new or novel approach in delivering instruction and dealing with student conduct or behavior.
- Plan for and utilize instructional technology appropriately.
- Become familiar with the cooperating teacher's system for record keeping, grading, and reporting.
- Adequately plan and organize for academic and other classroom activities.
- Prepare and submit lesson plans as directed and prescribed by the cooperating teacher and university supervisor.
- Inform cooperating teacher of parental contacts and the nature of pertinent communications with parents.
- Share concerns and problems with the cooperating teacher before they develop into more serious problems.
- Seek advice, feedback, and constructive criticism from the cooperating teacher and the university supervisor.

- Maintain confidentiality concerning students, families, and faculty.
- Maintain frequent contact with the school's principal, staff, and other faculty.
- Regularly reflect on your teaching responsibilities, including your relationship with the students and cooperating teacher.
- During your final days of student teaching, arrange to observe other teachers in your building around your classroom schedule.
- You and your cooperating teacher should plan together and share instructional duties as much as possible. As you become familiar and comfortable with your role, you may begin to take over the lead in planning and instructing.