

## UNIVERSITY SUPERVISOR RESPONSIBILITIES

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- Make sure the teacher candidate, the cooperating teacher, and the principal have your phone number and email address.
- Describe the university's expectations for the teacher candidate to the principal, the cooperating teacher, and the teacher candidate.
- Help the principal and the cooperating teacher develop a clear understanding of their respective roles.
- Provide a general description of the university supervisor's role.
- Review the legal status of the teacher candidate with the teacher candidate and the cooperating teacher. Also review the due process procedure that would be followed in the event serious problems arise.
- Give the principal a copy of the *Classroom Connection* newsletter (non-Partnership schools only)
- With the teacher candidate, review the unit plan assignment and explain the rubric included with the instructions.
- Confer with the teacher candidate after each observation to discuss classroom performance, give advice, and provide constructive feedback.
- Confer jointly with the teacher candidate and the cooperating teacher.
- Regularly confer with the cooperating teacher. If more than one teacher is involved, the supervisor may try to see all or one appointed lead teacher.
- Make additional observations if and when problems arise with the performance of the teacher candidate.
- Establish an approximate visitation schedule with input from the cooperating teacher and teacher candidate.
- Assist the teacher candidate and the cooperating teacher in the co-teaching model and procedures.
- Regularly review and evaluate the teacher candidate's daily and unit lesson plans. The 5 day Unit Plan is to be evaluated by the cooperating teacher with supervisor input as needed.
- Complete the Student Teacher Intervention Form when serious problems appear and alert the Director of Field Experiences.
- Complete a final evaluation of the student teacher's performance at the conclusion of each endorsement's placement and provide a copy to the teacher candidate.
- Provide the Director of Field Experiences a copy of your log sheet indicating the dates of observations at the end of the semester.
- Express personal appreciation to the cooperating teacher and the principal for their participation in the field experience.
- Give each cooperating teacher the thank you letter from the University as well as the supervisor evaluation and demographic survey with the stamped envelope.
- **Enter all required data on TaskStream (cooperating teacher's midterm evaluation, unit plan scores, and composite final evaluation).** Check to make sure the candidate is submitting the unit plan in the correct endorsement section.
- All forms can be accessed at [www.unk.edu/certification](http://www.unk.edu/certification).
- Monitor cooperating teachers to ensure that they are completing responsibilities as described in ["Cooperating Teacher Responsibilities and Suggestions"](#) list. If a cooperating teacher is not fulfilling these duties, then the university supervisor reports the issue to the Director of Field Experiences (see "Cooperating Teacher Intervention") page.