



Resources for SDTR Supervisors, 2025-26

SDTR [Digital Portfolio](#)

SDTR [Supervisor Get-To-Know-You Questions](#)

SDTR [High-Level Calendar](#)

SDTR *Fieldwork Observation Form (forthcoming)*

SDTR [Supervisor Orientation Slide Deck](#)

Welcome. We're so excited to have you! The following is our official job description for your role:

“Fieldwork Supervisors are the liaison between Cooperating Teachers and the GSE. They bring first hand knowledge of students and families, instructional design, assessment, and understanding of learning theory and student development to the candidate support network. Supervisors carry a caseload of one to three candidates. They are responsible for guiding the gradual release model and monitoring progress towards program completion. Supervisors will conduct a formal observation and subsequent coaching conversation of each candidate four times each three-month term, for a total of 12 observations.”

Compensation: Unless you are doing supervision as part of your GSE normative load, you will receive \$1200 per supervisee per year.

Your responsibilities include:

- Support 1-2 candidates in their student teaching setting
- Conduct 12 documented observations + debriefs over the course of the year
- Assist candidates in designing personalized, student-centered, equitable learning
- Promote reflective practice
- Collaborate with Program Director to support the Cooperating Teachers
- Complete a candidate evaluation form twice per year, as part of the Gateway process

Supervision Snapshot

1. All 12 observations should have the following flow:
 - a. Supervisor reaches out to schedule the observation
 - b. 48 hours before the observation: candidate sends a 1-page lesson plan to you
 - c. 0-24 hours before the observation: you and the candidate do a pre-brief to establish the focus/purpose of the observation
 - d. You conduct the observation for 15-60 minutes (can be virtual if needed)



- e. Within 48 hours, you and the candidate debrief
2. Following each observation cycle, supervisors must complete an observation form and file it (electronically) in the private Drive folder associated with the candidate.
3. The two observations associated with Gateway Assessments I & II will be more summative. The program director and cooperating teacher will participate in the assessment process, along with the supervisor.

Supervisor Responsibilities

- It is your responsibility to initiate an observation by reaching out to schedule it
4. In terms of a timeline:
 - a. You must get to 12 documented observations prior to the Portfolio Defense (June)
 - b. Please complete at least 1 observation by October 1st
 - c. Please complete at least 3 observations prior to Gateway I (early Nov)
 - d. If you supervising a MS candidate, please complete at least 1 observation in early February (in their new placement)
 - e. You are strongly encouraged to do 2 back-to-back observations at some point, ideally during takeover but also maybe earlier!
 5. Please add the documentation from a given observation to your candidates' Drive folder no more than 1 week after the observation.
 6. Feel free to share your notes with your SDTR resident's Cooperating Teacher and/or invite the CT to the coaching sessions if they can join!

Before You Get Started

Please schedule a 30-minute get-to-know-you session with your supervisees before starting coaching cycles. You can use [these questions](#) to guide the conversation.