

Lead Supervisor Model for Professional Experiences

Rationale: The current co-instructor workload in professional experience courses extends beyond the scope of their pay and differs from the co-instructor role in other graduate courses. By redistributing responsibilities, we can achieve workload equity, improve consistency in course operations, and establish a structure that better supports both faculty and students.

Purpose: The goal of this model is to reduce the workload of co-instructors so their responsibilities align more closely with compensation and mirror the co-instructor role in other graduate courses. By centralizing course leadership and student support with the Lead Supervisor, this model ensures consistent application of expectations, policies, and procedures.

Most importantly, the Lead Supervisor Model emphasizes a teaming approach centered on the student. By fostering collaboration between lead supervisors, co-instructors, mentor teachers, and faculty, the model creates a coaching framework where all roles work together to support student success in professional experiences.

Lead Supervisor Responsibilities: Collaborating and Coaching Role

The Lead Supervisor will serve as the central course leader, focusing on consistency, communication, mentoring and teaming. Key responsibilities include:

- **Mentor Teacher Partnership**
 - Serve as the primary point of contact for all mentor teachers.
 - Maintain regular communication with mentor teachers through frequent check-ins.
 - Oversee all **Mentor Teacher Progress Reports** in Sonia and issues grade/feedback in the Gradebook.
- **Student Placement and Course Management**
 - Sets vision and anchors the course to program expectations, policies, and learning outcomes.
 - Writes and posts course-wide announcements.
 - Reviews and issues grades for all **Information Forms** to ensure placements align with program pathways and requirements. (Note: This is where the lead supervisor can cross check the mentor name to Sonia documentation).
 - Serve as the first point of contact for all student questions related to placements, course policies, and course expectations.
 - Serve as the first point of contact for placement issues with CAPES and advising.
 - Create and distribute schedules for all student Performance Assessments (PAs) and Microteach assignments, ensuring co-instructors and students receive the finalized schedule.

- Reviews and issues grades for all **Midterm and Final Timecards** for interns and student teachers, ensuring verification that students are on track to meet required course hours and expectations throughout the semester.
- Oversees, approves/denies all assignment extension requests and documents accordingly for the student and co-instructor.
- Oversees any SAILS requests.
- Oversees all Incomplete requests and manages the process for assigning Incomplete grades, ensuring consistency with university policies.
- Submits ASR and SOS documentation.
- Attends weekly professional experience office hours.
- Completes weekly Course Management Checklist and records updates in the Student Support Case Documentation Form.
- Posts final grades for all students.
- Oversees all course tech questions (GoReact, Sonia, course links)
- **Faculty and Co-Instructor Collaboration**
 - Collaborate with co-instructors on any student issues.
 - Collaborate with co-instructors on key responsibilities such as grading expectations, student issues, and instructional alignment.
 - In cases where questions or concerns arise on a GoReact video, the Lead Supervisor is responsible for viewing the video and **co-scoring** the PA and/or Microteach assignment.
 - Partner with Casey on escalated cases requiring additional support.
 - Meet via Zoom with co-instructors, as needed for support.

Co-Instructor Responsibilities: Grading and Collaboration with Lead Supervisor

Co-instructors will focus their efforts on grading and supporting student learning through professional expertise. Responsibilities include:

- Send an introductory email/message to their group of students via Canvas.
- Provide grading and timely feedback on all assignments.
- Integrate current classroom expertise into feedback and instructional conversations.
- Communicate with the Lead Supervisor regarding any concerns that arise from assignments, teaching videos, or other student submissions.

Responsibilities Removed from Co-Instructor Role

Co-instructors will **no** longer be expected to:

- Attend professional experience meetings or office hours.
- Manage student questions regarding placements.
- Submit or respond to SOS or CAPES related inquiries.
- Communicate with mentor teachers.
- Schedule PA's/microteach assignments.
- Post final grades for students.