



## Master Teacher/Mentor/Supervisor Responsibilities

### **First Semester (Preparation for Supervised Teaching)**

- 1) **Meet and greet with the principal (or site coordinator). Help arrange observations and participation** (minimum of 140 total hours; about 10 hours/week for 14-15 weeks).  
Student teachers may begin observing during teacher workdays in August.

\*Observation & participation schedule should include:

- *A variety of General Education classrooms (as possible)*
  - *About 15 hours with English Learners (can be included in Gen Ed)*
  - *About 15 hours with Students with Special Education services (pull out or push-in)*
  - *Some observations in art, music, physical education*
- 2) **Formally Observe Practice Lesson** in a General Education classroom (whole class)
    - Observe and provide written feedback (use observation form on [www.Taskstream.com](http://www.Taskstream.com) ).
    - Meet with the student to discuss lesson observation and written and oral feedback.
    - Submit Feedback on Taskstream.
  - 3) **Attend Supervisor Meetings** (several meetings each semester; on campus or virtually)

**Meet with Student and Principal (or site coordinator) by Mid-November** to determine the Directing Teachers for the second semester. The first placement is seven weeks long; the eighth week serves as the transition between placements; and the second placement is seven weeks long.

- One assignment will be at a lower grade level (grades K-2); 3<sup>rd</sup> can work, if 2<sup>nd</sup> placement is 5<sup>th</sup>.
- One assignment will be at an upper grade level (grades 3-5)
- Solo or team-teaching for a minimum of four weeks.
- In the first 7-week placement, student teacher assumes full responsibility for at least one week, under the direction of a directing teacher;
- In the second 7-week placement, student teacher solo teaches an additional two weeks (more, if needed) and team-teaches for at least one week with the directing teacher.
- Transition week: student teacher works with outgoing Directing Teacher to finalize learning and spend time in the new Directing Teacher's classroom to get situated.
- Supervisor gives directing teachers link to Directing Teacher Folder (which includes the handbook pages, forms about earning units, and additional information (available by October supervisor meeting)).



**Semester Two (Supervised Teaching) -12 observations and/or evaluations**

- **Ensure student teachers have two placements (total of 15 weeks):** Student teachers begin 7-week placement on the first day of school where placed (but start with Directing Teachers (DTs) after winter break).
- **Observe the student teacher weekly:** student teacher submits lesson plan to supervisor **at least 24 hours** prior to the lesson. Use Form on *Taskstream* to record observations (save as PDF before submitting). Meet with student after each lesson to provide feedback.
- **Optional/As Needed: Participate in a Progress Monitoring Conference** mid-way through each placement. *Submit evaluation on Taskstream.*
- **Evaluate the Student teacher** after each placement. Submit evaluation on Taskstream.
- Provide the Student Teacher with a letter of recommendation (optional).
- Check in with the directing teachers and principal as needed. Promptly **report any concerns to the program director.**

\***Resident Mentors (Supervisors)** are released from teaching 1 day a week for 12 weeks to: observe student teachers, lead individual post-observation feedback sessions, and attend supervisor meetings with Dominican University, either on campus or virtually. Dominican University covers the substitute teacher cost and provides university continuing education units (CEUs) for the resident supervisor and directing teachers. Resident supervisor receives a stipend.

**Spring 2022 Mentor-Supervisor Meetings**

Note: submit **Mileage Form** to program director at least 2 times per semester.

**Contacts (Dominican University)**

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Please see the [Teacher Preparation Handbook](#) on the Dominican University website for more information.