

Student Teacher/Cooperating Teacher Roles and Responsibilities

Principals	Cooperating Teachers	Student Teachers	District Leaders	Field Supervisors
<ul style="list-style-type: none"> Promote teacher leader opportunity among teachers at campus for CT/ST program Identify teachers who would be great for program and encourage them to apply by the deadline Submit a recommendation for the cooperating teacher application process Assign teachers to mentor student teachers based on certification and fit Provide space for 2-semester students and University/Field Supervisor to meet Provide a recommendation for student teacher 	<ul style="list-style-type: none"> Fill out application or agree to remain in placement pool Participate in an orientation at the start of each semester in order to receive program updates and stipend information. Attend ongoing professional learning required for the role of a Cooperating Teacher. Implement learning and information from both the Department of Leadership Transformation and partnering teacher preparation organization. Promote campus and district culture and foster a culture of collaboration 	<ul style="list-style-type: none"> Request FBISD from institution/ program Receive placement information from FBISD Complete application process Attend student teacher meetings. Attend professional development with cooperating teacher Follow the guidelines of the cooperating teacher program 	<ul style="list-style-type: none"> Collects information regarding student teacher placement, location quadrant and certification Place the teachers at campuses based on student teacher's quadrant selection and certification, and availability Review applications and communicating acceptance to new cooperating teachers Communicate with leaders and cooperating teachers regarding pool placement Design and deliver Cooperating Teacher professional learning Submit cooperating teacher stipend to HR for payment each semester based on designated criteria 	<ul style="list-style-type: none"> Allow permission to video student teachers in classrooms Complete a reference for the student teacher when they apply for employment in FBISD Meet with cooperating teachers

<ul style="list-style-type: none"> • Communicate changes regarding placements to Deb Erhart and Christine Cardona immediately • Invite student teacher to any campus professional learning opportunities 	<ul style="list-style-type: none"> • Engage in gradual release of responsibility and coaching with my student teacher in a nurturing and safe environment • Open classroom for university and district observation • Maintain and submit documentation as required by the partnering teacher preparation program and as outlined the FBISD Cooperating Teacher stipend distribution process. • Engage in feedback with Leadership Transformation in order to provide an equitable and relevant learning experience for student teacher. 		<ul style="list-style-type: none"> • Monitor and track cooperating teacher evidence and artifacts for stipend payment • Review cooperating teacher Time and Effort form and submit to Grants 	