

WILLIAM PATERSON UNIVERSITY
College of Education
Office of Field Experiences

Qualifications:

1. New Jersey Department of Education Permanent Teaching Certification;
2. A minimum of five (5) years experience in the area(s) of certification;
3. Master's Degree;
4. Administrative Certification – supervisory experience preferred.

ROLE OF THE STUDENT TEACHER SUPERVISOR

1. Attend orientation program and meet with assigned student teachers.
2. Contact cooperating teachers prior to student teacher's arrival.
3. Introduce yourself to the principal on the first visit to the school.
4. Conduct a minimum of eight (8) observations for each student teacher. Observe the student teacher while she/he teaches an entire lesson. (Contact someone at the school to make sure the student teacher will be teaching at the time of your arrival.) Review the student teacher's lesson plans. Meet with the student teacher and cooperating teacher (separately, together, or both) after each observation. During the conference with the student teacher, provide a constructive evaluation of the student's teaching and progress.
5. Document each observation by recording and identifying information, classroom appearance, evaluation of lesson taught – both content and method of presentation, pupil conduct, student teacher appearance, and student teacher's overall contribution to the school.
6. Document each conference with the student teacher and with the cooperating teacher. Record the cooperating teacher's assessment about the progress of the student teacher.
7. If a student teacher is having great difficulty, notify the OFE immediately. Make very detailed reports on each of your observations. Have the cooperating teacher write an assessment of the student teacher's problem(s) and write weekly progress reports. As the principal to visit the classroom and record her/his observations. Meet with the principal to obtain a verbal assessment of the situation. Document this conference with the principal. Send copies of all documentation about this student teacher to the OFE.
8. Turn in the interim report (refer to the Handbook) for each student teacher.
9. Turn in the documentation, final report and grade (refer to the Handbook) for each student teacher.
10. Prepare travel expense voucher and turn into OFE office. Please note that under a new policy, *travel vouchers not turned in on time may not be paid by the WPUNJ Business Office and all travel vouchers must be generated from the WPUNJ website, printed by you and then sent to the OFE office. (Instructions are included in your folder).* This policy applies to both faculty and adjunct supervisors.
11. Complete and return the evaluation that the OFE office will send you.
12. Inform the OFE office if you wish to serve as a student teacher supervisor for the next semester.