

## Lake Washington School District Student Teaching Guiding Principles, Roles and Responsibilities

The Lake Washington School District is committed to the development of the teaching profession, including the placement of student teaching candidates in our system. The growth of individuals new to the profession is critically important in maintaining teaching quality and reducing professional attrition. We see the advantage of supporting student teachers as potential future employees and of having a consistent process in place for all impacted parties, including principals, Cooperating Teachers and the candidates themselves. Giving schools in the district equal access to student teaching candidates from local universities also ensures that district principals and teachers have a shared obligation and opportunity to grow and develop the next generation of educators.

### *University Role*

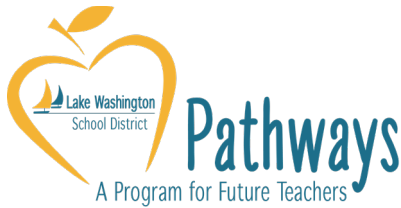
- Initiate placement of the student teaching candidate in the Lake Washington School District, by completing the online [Placement Request Form](#)
- Provide current contact information for all Placement Coordinators or Program personnel
- Via the Field Placement Director, the university will mediate any situations or circumstance related to conflict, reassignment, or termination of placements if necessary (based on school/district concerns, candidate concerns, or university concerns).
- Track, maintain, and update Affiliation Agreements and/or MOUs

### *Human Resources Department Role*

- Ensure university Affiliation Agreements and/or MOUs are current and on file;
- Collect all initial placement requests from local and other universities;
- Work with university placement coordinators and building principals to connect student teaching candidates to Lake Washington School District Cooperating Teachers;
- Send electronic Letters of Introduction to student teaching candidates and LWSD Cooperating Teachers, copying principals and university placement coordinators;
- Send the **Student Teacher Acceptance Form** to Student Teachers upon confirmation of their placements;
- Inform Technology Operations regarding Student Teacher access needs;
- Send electronic surveys to Student Teachers, Cooperating Teachers and building principals at the end of each student teaching experience;
- Maintain contact information of Student Teachers completing their experiences

### *Cooperating Teacher Role*

- Guide and mentor the Student Teacher through the student teaching experience and following the process outlined by the supporting university and Lake Washington School District;
- Share expertise with the candidate, especially related to instruction and assessment;



- Together with the university field supervisor and student teaching candidate, create an outline for the duration of the experience;
- Provide verbal and written feedback to the student teacher on a regular basis;
- Complete a Lake Washington School District **Student Teacher online evaluation** at the end of the experience.

### *Principal Role*

- Be present at the initial meeting between the Cooperating Teacher and the student teaching candidate;
- Agree to observe Student Teachers for **at least 60 minutes** with at least one observation a minimum of 30 minutes, if asked to do so;
- May write the Student Teacher a letter of recommendation reflecting on the quality and scope of the Student Teacher's experience, assuming the Student Teacher has arranged for the principal to observe him/her during the student teaching experience;
- May request mediation from the Student Teacher's university placement coordinator and the Human Resources Recruiting team for placements that aren't working or to request termination of a placement;
- Complete a Lake Washington School District **Student Teacher online evaluation** at the end of the experience.

### *Student Teacher Role*

- Meet with his/her Cooperating Teacher and the building principal prior to the beginning of the student teaching experience in order to discuss background, teaching style and philosophy, work ethic and other pertinent issues;
- Submit any volunteer paperwork required by the district or school prior to the experience;
- Complete the Lake Washington School District **Student Teacher Acceptance Form** and submit it to the [Kathy McRae](#) in Human Resources;
- Adhere to Washington State's Code of Professional Conduct;
- Set up a schedule with the Cooperating Teacher, holding consistent to that schedule;
- Attend all staff meetings and 2-3 extracurricular events (sports, PTSA, etc.)
- Attend a minimum of 2 IEP and/or Guidance Team Meetings;
- Seek to develop meaningful, professional relationships within the school;
- Observe other teachers in the building and complete written reflections including one strategy to implement in their own lessons within the week;
- Meet with the building principal to arrange for at least **one (1) observation** for at least 60 minutes, one period of which will be no less than 30 minutes, during the student teaching experience;
- Maintain proper professional dispositions and behaviors (e.g., dependable, on-time, collaborative, responsible, proactive, etc.);
- Complete a short Lake Washington School District survey at the end of the student teaching experience.