

Cooperating Teacher Requirements and Responsibilities

The cooperating teacher must:

- Have completed three full years of teaching
- Be fully certified in the area in which s/he is teaching
- Be considered as highly qualified
- Be recommended by principal/administrator
- Have strong classroom management skills
- Have completed the state Clinical Educator Training

The cooperating teacher is expected to:

- Demonstrate a positive attitude towards all learners and a belief that all students can learn.
- Prepare your students and families for the arrival of the teacher candidate.
- Model professionalism through appearance and relationships with colleagues.
- Maintain open communication with the candidate and the university supervisor.
- Define expectations in a reasonable and clear manner, establish an atmosphere of mutual trust and respect which will lead to a strong collaborative partnership.
- Demonstrate how the Sunshine State Standards and the Florida Educator Accomplished Practices are used on a daily basis in planning, teaching, assessing and reflecting.
- Provide opportunities for the candidate to interact with families and the community in meaningful ways.
- Explain the role of all school personnel to the candidate and how each supports the classroom community; facilitate introductions to school personnel.
- Provide the teacher candidate with appropriate textbooks and reference materials for review and use.
- Provide the emergency and safety plan to the teacher candidate.
- Identify health issues of any classroom student - allergies, diabetes, epilepsy etc.
- Provide teacher candidate information about attendance, grading policies and procedures.
- Exchange contact information with the teacher candidate and a procedure to follow if the teacher candidate is absent.
- Share and demonstrate ways to meet the needs of diverse learners.
- Share IEP information with the candidate.
- Preview and observe lessons and provide constructive feedback on a daily basis.
- Help the teacher candidate focus on their impact on student learning as well as on their own professional development.
- Assist the candidate in maintaining a classroom management plan.
- Meet with the university supervisor and the candidate to complete assessment instruments and to resolve issues relating to the experience.
- Complete all evaluation forms in collaboration with the university supervisor and teacher candidate.
- Sign and return all contracts to the university.