

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 by supporting student teaching candidates in our schools. The development of new teachers is a critically important step in providing quality education and building a strong workplace. We strive to maintain a consistent, district-wide process for the placement of student teachers, and to ensure that all schools in our district have equal access and obligation to student teaching candidates.

University Role

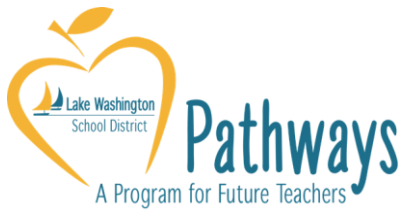
- Initiate placement of the student teaching candidate in the Lake Washington School District by completing the online Placement Request Form
- Provide current contact information for all Placement Coordinators or Program personnel
- Via the Field Placement Director, mediate any situations or circumstance related to conflict, reassignment, or termination of placements
- Track, maintain, and update Affiliation Agreements and/or MOUs

Human Resources Department Role

- Ensure 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 placement
- 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 for 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
- 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 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
- 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 are not a good fit or to request termination of a placement
- Complete a Lake Washington School District Student Teacher evaluation at the end of the experience

Student Teacher Role

- Meet with their Cooperating Teacher and the building principal prior to the beginning of the student teaching experience 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 (link included in the confirmation email)
- 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 student teaching exit survey at the end of the student teaching experience