

408.00.5 PRE-SERVICE TRAINING

I. PURPOSE

The purpose of this policy is to establish consistent practices and expectations for Pre-Service training. Pre-Service training supports Saint Paul Public Schools licensed employees who serve as cooperating teachers by partnering with institutions of higher education and their teacher candidate placements with the goals of enhancing coaching, collaboration, communication, and connection for a more effective student teaching experience.

II. GENERAL STATEMENT OF POLICY

A. The following regulations will be observed in making assignment of teacher candidates to licensed staff members:

1. The Principal (or Principal's designee) will coordinate communications between the SPPS site and assigned Institution of Higher Education. The Principal (or Principal's designee) will identify cooperating teachers. Teacher candidate placements will be made at the building by mutual agreement between the cooperating teacher and Principal (or Principal's designee).
 - a. Not more than one teacher candidate will be assigned to a cooperating teacher at one time, unless the Principal (or Principal's designee) and the cooperating teacher agree to place more than one teacher candidate with the cooperating teacher.
 - b. Not more than two teacher candidates will be assigned to a cooperating teacher during one school year, unless a cooperating teacher is willing to take additional teacher candidates.
 - c. When choosing licensed staff members to host a teacher candidate Principals (or Principal's designee) must adhere to the MN state rules on cooperating teacher eligibility per type of teacher candidate placement:
 - 1.) Each cooperating teacher paired with a candidate during
student teaching and practicum:
 - (a) has at least three years of teaching experience as a teacher

of record in the licensure area

(b) holds a professional license aligned to the assignment

(c) has completed professional development in coaching strategies for adult learners

(d) meets all other requirements in state statute

(2) each cooperating teacher paired with a candidate during **field experiences**:

(a) has at least two years of teaching experience;

(b) holds a Tier 2 license or professional license aligned to the assignment

(c) meets all other requirements in state statute

2. Pre-service training of licensed teachers in SPPS requires cooperating teachers and teacher candidates of student teachers/practicum students to participate in co-teaching methods during professional development in coaching strategies for adult learners prior to the pre-service placement. As a part of the co-teaching coaching model, cooperating teachers and teacher candidates are required to complete two courses on co-teaching prior to placement. by state statute to complete a one-time course on coaching adults prior to teacher candidate's placement.
3. Cooperating-teachers are to receive training that addresses their role, program expectations, candidate assessments, procedures and timelines.

CROSS REFERENCE:

LEGAL REFERENCES: Minnesota Rules-Chapter 8705: Unit Standards 8705.1010