

ROLE OF THE UNIVERSITY SUPERVISOR

University Supervisors are official members of the Miami University faculty. A University Supervisor is a liaison between the Student Teacher, the Cooperating Teacher, and the University. The role of the Supervisor is vital to the growth and success of the student teacher.

University Supervisors meet with their student teachers approximately eight times during the semester to observe, assess, conference with, and encourage each Student Teacher. The University Supervisor will conduct a minimum of four formal observations of the student teacher using the Ohio Standards for the Teaching Profession (OSTP) by identifying teaching behaviors in effective instruction, lesson planning, classroom management, use of technology, and professionalism.

The Supervisor will hold an Ohio teaching certificate/license that matches the Student Teacher's content area or grade level or an Administrator's license so that the supervisor can offer specific feedback as the student teacher develops in his/her field of study.

University supervisors should be familiar with the programs and instructors in the Teacher Education Programs at Miami University. Each year the supervisor will attend a faculty meeting or teaching cohort meeting in order to communicate with university faculty regarding specific program issues and requirements. It is important for Supervisors and faculty to communicate so that the Student Teacher receives a clear and consistent message about expectations during the student teaching experience.

University Supervisors should become familiar with the cooperating school districts and the cooperating teachers who are working with Miami University Student Teachers in each building. It is important for the supervisor to have accurate bell schedules, school calendars, and contact information for each cooperating teacher and principal.

Specific Duties and Responsibilities of the University Supervisor

Meet with and develop a working relationship with the Student Teacher and Cooperating Teacher early in the semester to establish guidelines, expectations, objectives, and goals that will influence the student teacher's success in the classroom.

Examine and evaluate the lesson plans of the Student Teacher. Check with the Cooperating Teacher to make sure plans are turned in on time and are complete. Check to make sure the Weekly Conference Forms are being completed by the Student Teacher and Cooperating Teacher.

Help Cooperating Teachers understand and improve their performance in their mentoring role. Share with the Cooperating Teacher strategies for coaching and encouraging the Student Teacher.

Observe and confer with the Student Teacher and the Cooperating Teacher on a regular basis in order to plan experiences that will lead to the improvement of the Student Teacher's performance in the classroom. *Specific attention should be given to the midterm and the final evaluation of the student teaching experience.*

Discuss with the Student Teacher problems or issues that arise during the student teaching experience. If the University Supervisor determines that a student teaching placement is inappropriate, the supervisor must communicate this concern to the Office of Student Teaching and Field Experiences. The Supervisor may be instrumental in helping to reassign the Student Teacher to a different placement, but final approval must come from the Director of Clinical Experiences.

Conduct four seminars designed to supplement and complement the Student Teachers' experiences. The seminars should address teacher dispositions, the Ohio Standards for the Teaching Profession, strategies for solving problems and classroom management dilemmas, career goals, and other pertinent information. Student Teachers are required to attend these seminars.

The University Supervisor must be available for conferences with the Student Teacher or Cooperating Teacher in emergency situations. The University Supervisor will provide contact information, including home telephone number, cell phone number, and email address to the Student Teacher, Cooperating Teacher, and Office of Student Teaching and Field Experiences.

Supplemental tasks:

- Use the online payroll system including direct deposit for paychecks and mileage reimbursement
- Use university email to communicate with students and cooperating teachers
- Use and maintain university equipment
- Use a variety of software and hardware applications for observing, writing reports, and evaluating student teacher progress and program completion
- Score the Teacher Performance Assessment (TPA)