**RESPONSIBILITIES OF THE COOPERATING TEACHER**

**Cooperating Teacher:** A teacher employed in a public school or a nonpublic school which meets the state performance standards as established in KRS 156.160 or which has been accredited by a regional or national accrediting association who is contracting with an educator preparation institution to supervise a student teacher for the purpose of fulfilling the student teaching requirement of the approved educator preparation program.

1. The cooperating teacher is an important part of a successful student teaching experience. As a mentor, your preparation, knowledge, and guidance become the model for the student teacher.
2. To facilitate a successful experience, the supervising teacher will be responsible for:
   1. preparing the class for the student teacher and making the student teacher feel at home in your school.
   2. providing the student teacher with materials, resources, schedules, class rolls, policy and procedures, and curriculum guides.
   3. organizing a work and planning space in the classroom for the student teacher.
   4. guiding the student teacher to video a minimum of one lesson. The video is to be used for Source of Evidence 6: Videoed Lesson Reflection and Analysis.
   5. discussing the sources **Self-Assessment of Performance** document during the first week of the first placement.
   6. discussing the following *Sources of Evidence* on a weekly basis:

* **Weekly Projected Schedule of Responsibilities**
* **Professional Growth Plan**
* **Family Communication Log**
* **Professional Involvement Log**
  1. explaining methods of maintaining attendance, grades, cumulative records, communication with families, and other necessary records.
  2. evaluating the student teacher frequently on an informal evaluation using:
     + **Cooperating Teacher—*written* Weekly Feedback Form**
     + **Cooperating Teacher—*written* Lesson Feedback Form**
  3. working collaboratively with the university supervisor to assess the student teacher's progress, both informally and formally using:
     + **Mid-term Progress Report**
     + **Student Teaching Final Evaluation**
  4. informing the principal and the university supervisor immediately should the student teacher begin to encounter serious problems.