THE 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 face-to-face with their student teachers approximately eight times during the semester to observe, assess, conference with, and encourage each student teacher. Additional electronic contacts are encouraged. The university supervisor will conduct a minimum of five (three to be completed prior to submission of the edTPA) formal observations of the student teacher using university-approved instruments to identify teaching behaviors in effective instruction, lesson planning, classroom management, use of technology, and professionalism.

University supervisors will hold an Ohio teaching or administrative certificate/license that matches the student teacher’s content area or grade level so that the supervisor can offer specific feedback as the student teacher develops in his/her field of study.

University supervisors are expected to attend professional development and informational meetings scheduled by the Office of Student Teaching that relate to their role as a supervisor and enhances their expertise as mentors.

University Supervisors should become familiar with the partner 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

- Nurture 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 ensure that comprehensive weekly lesson plans are submitted no later than the preceding Friday.

- Provide specific, formative support as it relates to the summative assessment of student teaching, the edTPA. This includes, but is not limited to handbook review, explanation of terminology and concepts, and discussion of parallel tasks in the classroom. Additionally, supervisors should provide and review appropriate samples and direct students to available local and national support documents.

- Help cooperating teachers understand and improve their performance in their role as mentor. Share strategies that encourage ongoing open and honest dialogue between the cooperating teacher and 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. This must include specific midterm and final conferences to discuss the student teacher’s formal summative evaluation.
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. Decisions regarding placements will be made by the Office of Student Teaching with input from the supervisor, cooperating teacher, and building administrator.

Conduct at least two seminars designed to supplement and complement the student teacher’s experiences. Miami’s accreditation organization, CAEP, requires that these seminars be dedicated to classroom management and the edTPA. Additional seminars could 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.

Write a Letter of Recommendation for the student teacher that can be included in a professional portfolio.

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.

Additional Requirements:

- 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/provide to students contemporary research and materials (10 years old or newer) that will support and enhance the classroom experience
- Use the required tools, as well as software and hardware applications, for observing, recording, and evaluating student teacher progress and program completion
- Attend the Opening Meeting and Introduction to the edTPA seminars facilitated by the Office of Student Teaching

REV. April 2014