Iowa State University

Cooperating Teacher Checklist



**Initial Responsibilities**

* Recognize that the primary responsibility is to students rather than to the teacher candidate, and at all times be thoroughly informed concerning the work in progress and student growth.
* To assume final responsibility as the certified teacher for grading and reporting.
* Provide the following information for your teacher candidate as soon as possible:
* Class List (with pictures if available)
* Daily & Weekly Schedule
* Behavior/Classroom Management Plan
* Student Handbook
* Teacher Handbook
* Grade Level / Course Curriculum Resources for Lesson Preparation
* Any other procedural information
* Provide a work space in your classroom and a name sign outside your classroom door for the teacher candidate. Your students need to see the teacher candidate as another teacher in the classroom.
* Clarify expectations for contractual hours required by the school district. Teacher candidates are expected to follow the same hours noted in your teacher contract (ex 7:30am-3:30pm).
* Introduce your teacher candidate to other members of the faculty and school staff. Give a tour of the building to include locations of student files, counseling offices, library, attendance office, special education services, computer labs, supply room, copying procedures and other services or rooms that the teacher candidate should know.
* Conduct an orientation with your teacher candidate covering classroom routines, discipline management plans including cell phone policy, campus policies, communication expectations, professional development etc.
* If applicable, review and approve your teacher candidate’s introductory letter to parents. Ensure the letter is sent home no later than the beginning of the second week of the placement.
* Facilitate the participation of your teacher candidate in planning sessions. Discuss the gradual release of responsibility in classroom leadership.
* Keep the ISU supervisor informed immediately of any concerns you may have with professional behaviors (i.e. arriving late, not meeting deadlines, dress code, lack of communication, etc.)
* Assist the teacher candidate in understanding professional ethics.
* Login to the TK20 Online Data Management System in the first week using your email address as your username and password for first-time users

**Continuing Responsibilities**

* Include your teacher candidate in campus communications, team meetings, faculty meetings, parent-teacher conferences, professional learning events and social functions sponsored by the school. Provide dates and times for events as early as possible.
* Allow time for your teacher candidate to observe students, your teaching methods, methods of grading student work, curriculum, and other materials. Discuss these observations with your teacher candidate.
* Provide your teacher candidate with a copy of weekly plans and time to co-plan, co-teach, and guide them toward self-planning / teaching according to suggested timelines.
* Review and give feedback on detailed lesson plans submitted which should include:
  + Specific and measureable goals and objectives using appropriate local and state standards
  + Content to be taught and materials to be used
  + Methods to be used in presenting the lesson
  + Assessment strategies
  + Differentiation
  + Closure
* Informally observe your teacher candidate and debrief regularly.
* Formally observe your teacher candidate throughout the semester.
* Was the lesson preparation adequate?
* Were students aware of the learning objectives for the lesson?
* How was the management of the students and materials?
* Did learning take place?
* What type of differentiation was used?
* Were students engaged in the learning process?
* What type of assessment was used to measure learning?
* What would you do differently next time?
* How does this information affect the next lesson?
* Complete the evaluation forms on Tk20 as specified in the Student Teacher Handbook.
* Complete a mid-term triad conference with the teacher candidate and ISU supervisor and complete the appropriate paperwork on Tk20.
* Communicate any concerns or questions to the ISU supervisor.

**Final Responsibilities**

* Complete your teacher candidate’s final evaluation on Tk20 and participate in a final triad conference with the ISU supervisor.
* Complete the Recommended Grade Form on Tk20. Please communicate openly and honestly but do not discuss your recommendation of a final grade.
* Complete the CT Feedback form on the ISU Supervisor on Tk20
* Be prepared to write a letter of recommendation for your teacher candidate.

Thank you for mentoring a teacher candidate. Because of the day-to-day contact with the teacher candidate, you exert a great deal of influence on the teacher candidate’s perception of the profession and have a great opportunity to provide professional guidance.