



ADMINISTRATIVE PROCEDURE

CATEGORY: **Personnel, Certificated Staff**

SUBJECT: **Student Teaching Program**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for placement and supervision of student teachers in district schools, and the roles and responsibilities of district staff and college/university staff.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy K-9500; Education Code Section 44320.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Teacher Preparation and Induction Department.
2. **Definitions**
 - a. **Student teachers:** College and university students preparing for elementary or secondary school teaching.
 - b. **Supervising teachers:** Permanent full-time teachers who (1) have volunteered to host/mentor student teachers, (2) have been recommended by their site administrators, and (3) have participated in any required district and university training sessions.
3. **Contracts.** The district accepts and places student teachers from colleges and universities that have approved Student Teaching Agreements on file in the Teacher Preparation and Induction Department.
4. **Assignments.** Each student teacher is assigned to one or more qualifying supervising teachers in elementary or secondary schools. Student teachers are matched with supervising teachers by site principals in collaboration with college/university staff.
5. **Compensation**
 - a. **Supervising teachers** may be paid a stipend from the university for hosting student teachers. Stipends vary among participating institutions and may change from year to year. Supervising teachers may contact the college/university regarding the current rate.

- b. **Student teachers** serve without pay, but receive credit from the college/university in which they are enrolled.

D. IMPLEMENTATION

1. **Teacher Preparation and Induction Department.** Initial contacts by colleges/universities who wish to place student teachers in district schools are made through the Teacher Preparation and Induction Department.
2. **College/University**
 - a. **Works through site principals** at participating schools to assign student teachers to qualifying supervising teachers.
 - b. **Assigns a supervisor** to work with student teachers and supervising teachers in district schools.
 - c. **After completion** of each semester, makes stipend payments directly to supervising teachers (unless otherwise specified in the Student Teaching Agreement).
3. **College/University Supervisor**
 - a. **Works in concert with supervising teachers** and principals in the supervision of student teachers.
 - b. **Communicates regularly with supervising teachers** to discuss student teacher progress.
 - c. **Monitors the quality** of the match between student teachers and supervising teachers and notifies principal if there is a mismatch.
 - d. **Provides principals and supervising teachers** with necessary information about student teachers, assignments, instructions, and student teacher evaluation forms.
 - e. **Provides regular written and oral feedback** as specified in college/university guidelines to each student teacher about his/her progress and informs the supervising teacher about the nature of this feedback.

- f. **Completes a written evaluation** of each student teacher at the end of the semester; assigns grades to student teacher(s).
4. **Principal/Site Administrator**
- a. **Works with college/university** to place student teachers with qualifying supervising teachers to ensure the highest quality of instruction.
 - b. **Introduces student teachers** to faculty, school philosophy, and policies and procedures. Orients student teachers to the facility and school community.
 - c. **Encourages student teachers** to participate in site and district professional development.
 - d. **Confers with supervising teachers** and college/university supervisors.
 - e. Ensures that student teachers comply with district procedures regarding volunteer screenings.
 - f. **May observe student teachers** in the classroom and provide written feedback regarding observation.
5. **Supervising Teacher**
- a. **Agrees to participate** in any district and university training, as requested, to develop and maintain skills needed to work effectively with student teachers.
 - b. **Provides a model** for the student teacher by continuously demonstrating effective teaching strategies.
 - c. **Develops a plan** that progresses from observation to increased responsibility for teaching as the student teacher demonstrates enhanced skill in delivering the curriculum.
 - d. **Observes the student teacher** daily, provides written feedback and regularly meets with the student teacher to debrief observations.
 - e. **Regularly informs principal and college/university** of the student teacher's progress.

- f. **Meets with college/university supervisor** periodically to discuss the student teacher's progress.
- g. **Completes and submits documentation** and evaluations as required by the college/university.

6. **Teacher Preparation and Induction Department**

- a. Establishes supervising teacher selection guidelines and other program components.
- b. **Coordinates contractual agreements** between the district and teacher training institutions; provides necessary information to college/university staff, principals/site administrators, supervising teachers, and student teachers.
- c. **Provides district training** for supervising teachers.
- d. **Provides a list of sites and qualifying** supervising teachers to be used for student teacher assignments to each teacher training institution at the beginning of each semester.

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. **APPROVED BY**



General Counsel, Legal Services