



## **Cooperating Teacher Responsibilities**

Although the first responsibility of the cooperating teacher is to his/her own students, cooperating teachers also fulfill one of the most important roles in the education of student teachers.

### **Responsibilities of the Cooperating Teacher with Regard to Student Teachers**

1. The cooperating teacher will orient each student teacher to the total school setting, organizational policies, and duties and responsibilities of the faculty and other professionals.
2. The cooperating teacher will help each student teacher understand his/her role and define the extent of his/her responsibility and authority, including:
  - location of curriculum materials
  - school crisis plan
  - classroom and school rules
3. The cooperating teacher will discuss organizational programs with each student teacher, so that he/she will understand activities in relation to immediate and long-term goals.
4. The cooperating teacher will provide opportunities for each student teacher to gain experience in management of regular organizational duties as soon as advisable and with as much initiative and responsibility as the situation will permit.
5. The cooperating teacher will delegate increasing authority to each student teacher to make decisions about instruction and discipline matters.
6. The cooperating teacher will serve as a model and information source, helping each student teacher improve professional skills, strategies, interpersonal rapport, and understanding of both cognitive and affective aspects of teaching and other professional responsibilities.
7. The cooperating teacher will evaluate the progress of each student teacher on a continuing basis, gathering and recording information and conferring with each student teacher for purposes of analysis, feedback, and guidance.
8. The cooperating teacher will offer weekly constructive feedback to each of the student teachers. This should be offered in writing each week.
9. The cooperating teacher will schedule regular times to conference with each student teacher about his/her progress and responsibilities.
10. The cooperating teacher will be candid with each student teacher about his/her progress. This includes providing copies of any written documentation given to the supervisor.

### **Responsibilities of the Cooperating Teacher with Regard to the Supervisor**

1. The cooperating teacher will work with the supervisor in guiding the progress of the student teacher throughout field experiences.
2. The cooperating teacher will evaluate the progress of each student teacher on a continuing basis, gathering and recording information for the following purposes:
  - Providing documentation in writing, at least once per week, for the supervisor (one copy to be given to the student teacher) to use in recommending continuation in the program or licensure.
3. The cooperating teacher will be candid with the supervisor about the progress of each student teacher.
  - The cooperating teacher will notify the supervisor of any unreported student teacher absence.
  - The cooperating teacher will confer with the supervisor about the appropriateness of school-related activities that the student teacher is asked to attend or is given permission to miss.
4. The cooperating teacher will work with the members of the Professional Team to write a Professional Growth Plan for students who need assistance in order to successfully complete program expectations. All members of the Professional Team must be consulted and provide signatures when a Professional Growth Plan is initiated.



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**School and Community Experiences**

Responsibilities of the Cooperating Teacher with Regard to the University

1. The cooperating teacher will participate in cooperating teacher orientation meetings and seminars.
2. The cooperating teacher will be candid with UIUC staff about the progress of each student teacher.
3. The cooperating teacher will verify the time reports of each student teacher.
4. The cooperating teacher will complete designated midterm and/or final evaluations of each student teacher. Where required, this should be completed on the CoTE portal ([www.cote.illinois.edu](http://www.cote.illinois.edu))

If you have any questions or concern about the cooperating teacher responsibilities, please contact the Director of School and Community Experiences, Jay Mann, at 217-333-2561 or [schoolcommunityexp@education.illinois.edu](mailto:schoolcommunityexp@education.illinois.edu).