Supervisor Role and Procedures

Helpful Hints and Procedures
Placement Process and Procedures - Day 1

- You will receive an email from the placement coordinator with your schools, master teachers and teacher candidate by the end of week 4...
  - However, you should check your email on a daily basis as placement information could be emailed earlier.

- Within 24 hours of receipt of the placement information email or on the next business day, email all candidates to introduce yourself and provide placement information. Let the candidates know you will contact them with more information as soon as possible.
Placement Process and Procedures - Day 2

• Within 48 hours of receipt of the email or by the second business day, contact the school and master teacher to introduce yourself and provide teacher candidate contact information (email or phone call)

• Begin to set up first day of fieldwork and orientation meeting

• Check Titanium for block information-
  You can find block leader contact information, what days candidates are available for fieldwork and more.
Placement Problems???

*Before the candidate begins student teaching, please contact Kim Case if*

- the master teacher's name is spelled wrong
- the master teacher grade level does not match the grade level given to you
- the student is in the wrong grade level and needs to be switched
- the principal gives you a different master teacher name than what you were given by Kim Case

*Once the placement begins, please contact the block leader about concerns regarding*

- Students teacher/master teacher (personality issues)
- Student Teacher behavior

*But in both cases Kim Case needs to be part of the conversation before the switch occurs.*
Orientation Meetings

1. Remember we want the teacher candidates to start as soon as possible and it is best if you can make personal introduction, but if you cannot meet your master teacher and teacher candidate in person during the first week, please consider:

- Using Skype with to review the checklist and email any paperwork.
- Having a phone conversation with the master teacher to answer questions and go over the checklist and email any paperwork.

2. This does not mean you should not meet in person with the master teacher but this will give you time to get there while still supporting the teacher candidate and the master teacher. Please make sure to meet in person within the first two weeks.
Observation Visits

2 Semester Blocks
- 1st semester of 2 semester block (60 hours of fieldwork and 5 weeks of ST): minimum 1 fieldwork visit; minimum 4 student teaching visits
- 2nd semester of 2 semester block (30 hours of fieldwork and 8 weeks of ST): minimum 5 student teaching visits

4 Semester Blocks
- 1st semester of 2 semester block (60 hours of fieldwork and 5 weeks of ST): minimum 1 fieldwork visit; minimum 4 student teaching visits
- 4th semester of a 4 semester block (30 hours fieldwork and 8 weeks of ST): minimum 5 student teaching visits

Note: The orientation visit with Master Teacher does not count as a visit.
Observation Visits

3 Semester Blocks

• 1st semester of 3 semester block (45 hours of fieldwork): Minimum 2 fieldwork visits

• 2nd semester of 3 semester block (45 hours of fieldwork and 5 weeks of ST): Minimum 1 fieldwork visit; minimum 4 student teaching visits

• 3rd semester of 3 semester block (8 weeks of ST): minimum 5 student teaching visits

Note: The orientation visit with Master Teacher does not count as a visit.
Evaluation

• All supervisors and Master Teachers must complete evaluations for each teacher candidate.

These evaluations are completed online:
http://ed.fullerton.edu/edel/about-our-department/masters-program/mscp-evaluation-system/

If you have questions about how to use this system after reading through the website contact Christine Mayfield (cmayfield@fullerton.edu)
Communication

• Remember to check your Fullerton email at least once per day.

• We believe that communication with your candidate and block leader are keys to success.

• At the first sign of a problem with a candidate (even if it seems minor..the candidate is late, he/she is not professionally dressed or unprepared) contact the block leader.
Communication

• Please remind master teachers and principals that once candidates have been placed, their first line of communication for questions, concerns and information is you.

• If you can’t answer their question, please contact Christine Mayfield (cmayfield@fullerton.edu) for clarification.

• Although they have become used to communicating with Kim Case (and may have even been given her name and contact information from district office personnel), she should not be the person schools contact for student teaching information.
Resources

• Supervisor Resources
  http://ed.fullerton.edu/edel/about-our-department/supervisor-information/

• Master Teacher Resources
  http://ed.fullerton.edu/edel/about-our-department/masters-program/

Note: Please review the supervisor manual at the beginning of each semester for changes