

Duties of the University Supervisor

The university supervisor works with the clinical practice candidate during the clinical semester. Duties and responsibilities of university supervisors include the following:

1. Effective September 1, 2013, Kentucky 16 KAR 5:040 requires, prior to student teacher placement, training approved by the Education Standards Board and provided at no cost to the University Supervisor
 - a. Basic responsibilities of a Cooperating Teacher (Edmodo Quiz)
 - b. Best practice in supporting the student teacher (Co-Teaching) and
 - c. Effective assessment of the student teacher (TEP Handbook).

All areas must be completed to obtain the required certification to be able to serve as a University Supervisor.

2. Schedule class meetings, if involved in a program with a 3 hours seminar-capstone course to enrich effective teaching practices and allow opportunities for reflection.
3. Exemplify the best in teaching techniques, planning, classroom organization, and ability to recognize individual differences, democratic classroom control, and opportunities for students to develop self-direction.
4. Visit and observe the clinical practice candidate a minimum of four (4) on-site visits for the purpose of assessment using the Clinical Practice Candidate Record of Performance via Folio 180.
5. Conduct a summative conference with the clinical practice candidate and cooperating teacher at the conclusion of each clinical placement.
6. Conduct regular conferences with the clinical practice candidate and cooperating teacher to discuss observations, classroom management, effective teaching practices, TPA submissions and Folio 180 assessments
7. Collaborate with each cooperating teacher on the final evaluation of clinical practice candidate performance and to assign an appropriate grade.
8. Serve as an ambassador for the University and as a liaison between the district and Teacher Education Services/CoE/University.
9. Ensure the following documents are completed:
 - a. Clinical Practice Candidate Record of Performance – 4 per student by University Supervisor and 4 per student by the Cooperating Teacher (Folio 180)
 - b. Clinical Practice Time Card (Folio 180)
 - c. Disposition Evaluation (Folio 180)
 - d. KY Teacher Standards Mentoring Inventory (Paper Copy signed and dated)
 - e. Professional Disposition Evaluation (Folio 180)
 - f. Teacher Performance Assessment Rubric (Folio 180)
 - g. Summative Evaluation (Folio 180)

10. Attends seminars and participates in Teacher Performance Assessment scoring training and scoring event.
11. Enters mid-term and final grades in Datatel.
12. Attends seminars along with CP candidates.
13. Attends supervisor's meetings to collaborate and contribute to the design and development of future clinical practice seminars, based on identified candidate needs.