



MASTER TEACHER GUIDELINES

Purpose and Scope: To implement district policies and procedures aligned with CTC requirements for placement and supervision of student teachers in district schools.

District Policies and Procedures: There are contractual requirements that are bound to legal regulations and issues of liability. District expectation is that Student Teachers follow all district policies and procedures, and are held to the same standards as the classroom teacher. The district employed Master Teacher will introduce and model district expectations such as:

- Sign-in and sign-out site requirements
- Appropriate teacher to student contact, language use, and professional behavior
- Adhere to district guidelines regarding the use of online Social Media
- Adherence to Family Educational Rights and Privacy Act (FERPA) law that protects the privacy of student education records
- Professional communication and demeanor with staff, administration, parents, etc.
- Student teacher may NOT be left unsupervised with students
- Student teacher may NOT serve as a visiting teacher without the a 30 day permit
- Mandated child abuse reporting
- Emergency procedures

Master Teacher Training: CTC requires district employed master teachers to complete university sponsored training

___ The master teacher has completed the CTC required training

___ The master teacher will complete CTC training once assigned a student teacher

Master Teacher Responsibilities:

- Introduce student teacher to the complexities of the profession
- Support student teacher in making progress toward mastering the TPEs, completing required assignments and TPA tasks/activities.
- Provide a model of professionalism and effective practice
- Design a developmental and sequential plan that integrates the program's coursework and progresses from observation to gradual release of teaching responsibility (co-planning and co-teaching), and final (solo) student teaching.
- Observe student teacher daily and provide, growth-oriented feedback
- Mentor/Coach student teacher toward efficacy: competence and confidence

- Document and evaluate student teacher progress in accordance with university guidelines
- Maintain ongoing communication with university supervisor
- Discuss any areas of concern with student teacher to attempt a resolution
- Should concerns not be resolved, follow the guidelines of the **remediation plan**

I have read and agree to the terms of the Master Teacher Guidelines.

Administrator

Master Teacher

Date

Electronic signature via Google form submitted to Teacher Preparation and Support Department