

## Roles for the Education Unit /School Site & Roles and Qualifications for Cooperating Teachers

The history of existing FDLTCC partnerships provides a solid foundation for the Elementary Education program and its ability to find district and school partners for field experience placements. The following process has been developed for establishing collaborative school partnerships that will be shared within the unit and with partnership sites. As part of the process, the unit has developed and established roles for both the Education Unit and the School site. The unit will also work with each school site and develop Memorandum of Agreement (MOA).

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### **Roles for the Education Unit and the School Site**

The process for establishing collaborative school partnerships is shared within the unit and with partner sites. The collaboration of Unit faculty, the Field Experience Facilitator, and school-based personnel will provide effective learning experiences for candidates through field placements.

**Field Experience Facilitator:** Will be responsible for securing placements for fieldwork and student teaching. The placement coordinator will also provide an orientation for all student teacher supervisors and cooperating teachers prior to placing any teacher candidate. The placement coordinator review and maintain field experience and student teaching hours to ensure completion of required hours.

**School-based Liaisons:** The school-based liaison will be a teacher or administrator who will serve as the primary contact for the school site. School-based liaisons will assist host and cooperating teachers to develop a schedule for teacher candidates to take over content lessons and small group instruction that works for the host and cooperating teachers. The school-based liaison will help resolve conflicts between the host and cooperating teachers the and teacher candidate, along with the Elementary Education Coordinator or Dean of Education.

**Host and Cooperating Teachers:** The host and cooperating teachers' responsibilities will center on providing mentoring and support for teacher candidates throughout candidate's fieldwork

and student teaching placements. Host and cooperating teachers will work collaboratively with the faculty to provide substantive feedback to candidates throughout their program. Cooperating teachers will be approved by the building principal or Human Resources office to mentor a teacher candidate. Cooperating teachers will have a bachelor's degree in the content field, a minimum of three years of successful classroom teaching (immediately prior to supervision of a candidate, and at least one year in the school), and hold a valid Minnesota license in the fields of specialization. In addition, it will be expected that host and cooperating teachers to have the ability and desire to mentor a teacher candidate. Cooperating teachers will be expected to attend an orientation training. Meetings with cooperating teachers and school-based liaisons will occur yearly to monitor the effectiveness of the field experience for candidates, cooperating teachers, and K-6 students.

**Faculty Supervisors:** Will be responsible for observing candidates during student teaching and providing support for both the cooperating teacher and the candidate throughout the experience. Faculty supervisors will be faculty with expertise in K-6 teaching, with a minimum of three years teaching experience in supervision and academic preparation and who have a knowledge of content. Additionally, faculty supervisors will be responsible for demonstrating an understanding of effective teaching strategies for the delivery of instruction when coaching teacher candidates. Faculty supervisors also participate in orientation training and CPAST training.

Included as part of the MOA will be the college's responsibilities and the site's responsibilities.

**FDLTCC Education Unit will:**

1. Place qualified students enrolled in its Education program for participation in a student teaching or field experience at the school site.
2. Be responsible for planning, directing, and evaluating the students' learning experiences.
3. Inform its faculty and students of the policies and regulations which relate to the learning experience program at the school site.
4. Inform its faculty and the students who are participating in the learning experience program that they are encouraged to carry their own health insurance.
5. Require all students to have completed a background study in accordance with Minnesota Statute 123B.03 as a pre-condition to participation in the clinical experience.
  - a. Not assign a student to the school site if his/her background study documents demonstrate ineligibility to have direct contact with students under applicable law or regulations.
  - b. Shall provide documentation regarding the completion or results of the background study pursuant to the written consent of the candidate.

**The school or district:**

1. Agrees to provide qualified candidates enrolled in the Education program student teaching or field experiences during the academic year so long as the school or district has qualified teachers willing to supervise candidates during this experience.
  - a. A qualified teacher will:
    - i. Have at least a bachelors' degree in the content field.
    - ii. Three years teaching experience.
    - iii. Hold a valid Minnesota license in the field of specialization being taught.
    - iv. Taught one year at the designated school site.
2. Is responsible for the safety and quality of education provided to its students by the candidates who are participating in the learning experience at the school site.
3. Will inform the education unit of its policies and regulations.
4. Recognizes that it is the policy of FDLTCC to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations.
5. May unilaterally suspend or terminate a candidate's participation at the site for any reason. The school liaison will consult with the Education Facilitator, Elementary Education Coordinator or Dean of Education before suspending the candidate's participation, except where consultation is not reasonable possible under the circumstances.