

## Information for District Cooperating Teachers (DCTs) and Administrators

DCTs are our eyes, ears, and support for our Student Teachers while they are in the field. We value the time and support that you provide and expect that our student teachers will learn a lot during their time in your classroom. Here are a few things to keep us all on the same page.

**Please remember that if you have never been a DCT before, you will need to go through the initial orientation which is a total of 10 hours.**

### Required DCT Responsibilities

- **General Communication:**
  - Please share with your student teacher and the Supervisor the best method of communicating with you (email, call, text...)
  - Communicate any concerns or ideas about your student teacher or your responsibilities to your Supervisor in a timely manner
  - Meet with student teachers at least 5 regular hours per week to discuss teaching strategies, planning, and progress.
    - These hours are for Fall, Winter, and Spring when student teachers are doing more than just observations
    - These hours may include time spent before, during, and after school
- **Classroom Involvement and Student Teaching:**
  - Set up a mutual schedule of classroom teaching/observing and associated responsibilities that is created in collaboration between you, the Supervisor, and the student teacher
  - Give student teachers increased autonomy for planning and delivery over the course of the academic year after collaboration with the Supervisor and the student
    - **Be aware that in the summer, hours are only observation hours. Students may support your classroom efforts, but they are not to be teaching during the summer.**
  - Inform the student teacher about the available space in your classroom, what areas are “off-limits” and what materials are available for his/her use
  - Be aware of student fieldwork hours:
    - Summer = 6 hours per week (42 total)
    - Fall = 18 hours per week (180 total)
    - Winter = 18 hours per week (180 total)
    - Spring = 20 hours per week (200 total)

**602 Hours Total**
- **Paperwork Completion:**
  - Complete 2 Formal Lesson Observations of your student teacher per quarter by the established deadline (6x per year)
  - Complete 1 Formal Quarterly Evaluation of your student teacher by the established deadline (3x per year)
  - Complete quarterly online hours verification
  - Complete quarterly online surveys
- **Providing Support:**
  - Model and provide examples of teaching practices you have found effective during your time as an educator
  - Provide constant feedback on lesson ideas and planning/execution

- Always be aware of where your student teacher is on your site. He/she may have assignments that require him/her to be at your school-site but not in your classroom
- Please distribute the video permission slips for edTPA and observations

### Suggested DCT Methods of Support

- **Policies and Procedures:**
  - Share report card procedures
  - Share classroom procedures for opening and closing the school year
  - Share classroom management practices
  - Invite them to school activities, staff development or meetings, parent conferences, and grade/department level meetings
- **Getting Started in the Classroom:**
  - Prepare your class and your students' parents for having a student teacher in the classroom.
    - For students, have a talk with them.
    - For parents, collaborate with your student teacher to draft a letter introducing the student teacher
- **Getting Acquainted with the Student Teacher Requirements:**
  - Review the Student Teacher Handbook with them
  - Review the student teacher's quarterly syllabi and make yourself aware of any assignments that your student teacher may need to do in your class or on your campus
- **Providing Support and Guidance:**
  - Consider providing a space for your student teacher to work and store materials
  - Ask if they need help planning lessons or learning segments/block plans
  - Check in with them about their university coursework and edTPA
  - Give them constant feedback
  - Go over Teacher Performance Expectations (TPE's) from the observation form with them
  - Don't hesitate to provide critical feedback that will help them grow as a teacher
- **Extending Beyond Your Classroom:**
  - Introduce your student teacher to the staff and make him/her feel welcome
  - Have student teachers observe your colleagues
  - Offer advice and tips for getting a full-time teaching job

*"The function of education, therefore, is to teach one to think intensively and to think critically...Intelligence plus character—that is the goal of true education. The complete education gives one not only power of concentration, but worthy objectives upon which to concentrate. The broad education will, therefore, transmit to one not only the accumulated knowledge of the race but also the accumulated experience of social living."*

**-Dr. Martin Luther King, Jr.**