



Cooperating Teacher Application

Student Teaching experiences in School District U-46 are to support the development of pre-service teachers as they acquire the knowledge, skills, and values appropriate for the teaching profession. The focus of the **Student Teaching Program** is on enhancing the professional practice of the future educators while at the same time improving student learning in the classrooms.

Through participation in the Student Teaching Program experienced educators have the opportunity to act as an example teacher (cooperating teacher) in order to support and guide the development of a student teacher. Additionally, the cooperating teacher can inspire excellence and high levels of achievement in the profession.

By becoming a cooperating teacher and sharing their expertise with others, experienced teachers can actively participate in teacher leadership and a vital U-46 professional learning community without leaving the classroom.

If you are an experienced educator who is interested in becoming a U-46 Cooperating Teacher or if you are aware of a colleague that would act well in the role of cooperating teacher:

1. Fill out the **nomination information form** completely and **return** to the **TEI Dept., ESC Room 325**
2. If a **self-nomination**, fill out the **attached application** and **return** to the **TEI Dept., ESC Room 325**
3. If you are **nominating a colleague**, please **request the TEI Dept. mail an application** to the nominee.

COOPERATING TEACHER NOMINATION FORM

Name of Nominee: _____

School: _____

Grade Level: _____ Department: _____

Nominator: _____

Please call or email the TEI Department with questions you may have.

Sincerely,

The TEI Staff:

Melanie Meidel, Coordinator, ext. 4071, email: teachereffectiveness@u-46.org

Linda Taylor, Secretary, ext. 5031, email: lindataylor@u-46.org



OVERVIEW

CRITERIA to be a Cooperating Teacher:

- 5 years teaching experience on state-issued standard or master teaching certificate with a minimum of 1 year in the district;
- Ability to work cooperatively as a team member to aid the professional growth of a pre-service teacher;
- Ability to relate effectively to adult learners;
- Ability to be reflective and articulate on the art, science and craft of teaching;
- Ability to effectively problem solve; and
- **Administrative support**-Make sure that your principal and, if applicable, your immediate supervisor sign(s) at the bottom of this page indicating their support of your application.

REQUIREMENTS of a Cooperating Teacher:

- Attendance at an initial cooperating teacher training;
- Demonstrate effective teaching/learning practices; assist student teacher in analyzing and understanding why these are effective;
- Understand the Framework for Teaching and how FfT is useful to discuss professional practice;
- Communicate daily with the student teacher, providing feedback on strengths and weaknesses;
- Include the student teacher in non-teaching functions such as parent-teacher conferences, in-service activities, staff meetings;
- Collect and reflect upon evidence of work with student teacher as it relates to professional growth;
- Confer with the university/college supervisor and/or principal regarding progress and problems. Any serious problems should be brought to the attention of the university/college supervisor immediately;
- Complete formal evaluations using the university/college's forms;
- Communicate frequently with the university/college supervisor to support and evaluate the student teacher's performance, reporting any concerns or problems about the student teacher immediately; and
- Other additional responsibilities or requirements necessary by the college/university.

BECOMING a Cooperating Teacher:

- Teachers can **nominate a peer** for consideration.
- Teachers can **self-nominate**.
- Principals and other **administrators** can **nominate cooperating teacher candidates**.
- ***All candidates must meet the criteria listed above.***



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Applicant's Name _____ Employee ID Number _____

School Name _____ Years in District U-46 _____

Certificate Areas Held _____

Check if applicable.

I have served as a trained U46 mentor in the TMP.

I have served as a cooperating teacher in U46.

Why do you want to serve as a Cooperating Teacher?

Educators who work at a high level engage in work as a leader, learner and collaborator. Below you will demonstrate your work in these three areas.

Leadership Work Describe how you demonstrate yourself as a leader. One example might be school or district committees you have served on during the past two years. Please indicate if you held a leadership role on the committee.

On-Going Learning Describe how you engage yourself as a learner in recent years. How have you further developed your practice for the benefit of your students?

Collaboration Describe how you work as a collaborator in your school, community and/or the district.



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Recommendations

Give the names and contact information of two colleagues in the district who can speak to your qualifications for the role of cooperating teacher.

Colleague 1: _____ School: _____

Contact Info: _____

Colleague 2: _____ School: _____

Contact Info: _____

Administrator Support

Have your administrator sign the application indicating support of your ability to serve as a Cooperating Teacher for student teachers.

Administrator Signature _____ Date _____

Agreement to Program Requirements to Serve as Cooperating Teacher:

- I agree to participate in initial cooperating teacher training and touch back sessions;
- I agree to the principle and ideal of developing teaching expertise in others;
- I agree to reflect upon evidence of work during the experience;
- I agree to notify University/College Supervisor and/or University/College regarding irregularities or concerns about student teaching placement that may arise;
- I agree to communicate with all stakeholders, assess the student teacher and participate in conferences as outlined in the university/college document; and be willing to allow the student teacher to incorporate pedagogy techniques learned in University education course work into the classroom, as well as model good teaching practices to assist student teacher development.

Cooperating Teacher Applicant

Signature: _____ Date: _____

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