

ROLE OF THE SUPERVISOR

Timeframe	Expectations
General Information	<p>The supervisor is a key person in the student teaching program and should:</p> <ul style="list-style-type: none"> • be aware that SUNY Potsdam recognizes supervisors as faculty and obtain a SUNY ID card; • ensure updated resume is on file, along with three letters of reference and return employment contract to SUNY Potsdam's Human Resources office; • be comfortable with the technology in this position and attend three mandatory annual professional trainings on campus in January, May and mid-August.
May (Fall Supervisees) December (Spring Supervisees)	<p>Once the list of supervisees is received the supervisor should:</p> <ul style="list-style-type: none"> • input Orientation date, time, and location on TaskStream; • navigate through TaskStream and become acquainted with all deadlines; • become familiar with the <i>Guide to Student Teaching</i> that is provided by the Office of Field Experiences and located on the web site; • receive telephone calls of introduction from teacher candidates before each placement; • contact teacher candidates whenever they do not make the initial contact prior to the placement and enter this information on the <i>Dispositions Form</i>; • hold Orientation with supervisees and remind them to go to the Registrar's Office to update mailing address and phone number; • review the <i>Role of the Sponsor Teacher, Checklist, and evaluation rankings</i> with sponsor teachers; • serve as liaison between SUNY Potsdam and schools, communicating when there are issues and utilize the parking permit provided by the Office of Field Experiences; • distribute, collect and forward completed <i>Stipend/Waiver Form</i> to 111 Satterlee by deadline.
August – December (Fall Supervisees) January – May (Spring Supervisees)	<p>During the student teaching placement the supervisor should:</p> <ul style="list-style-type: none"> • be readily available to teacher candidates and school personnel for consultation; • inform school office personnel when visiting a school; • make one informal and three formal observations (or more) per placement; • provide written feedback on a timely basis (i.e. daily/weekly reflective journals); • assist teacher candidates with developing into the role of a professional teacher; • be a resource on unit planning and assessment of student learning for the teacher candidate as he/she prepares the Teacher Work Sample (data based teaching unit); • create deadline dates for each piece of the Teacher Work Sample; • hold pre- and post-conferences for each lesson observed using the online observation form and provide teacher candidate with a copy of the completed form; • hold triad at mid-placement and end-of-placement, complete the <i>Student Teacher Evaluation Form</i> and enter consensus data on TaskStream; • evaluate the student teaching requirements on <i>TaskStream</i>; • use the online form to design a Professional Development Plan (PDP) for teacher candidates with teaching deficiencies and fax form to Coordinator of Student Teaching; • notify teacher candidates of any additional meetings or observations; • establish a tentative Student Teaching Review Committee (STRC) date when applicable; • inform building principal about situation and extend invitation to STRC meeting; • at a sponsor teacher's request, organize all special meetings to everyone's satisfaction; • submit online Travel Vouchers through TaskStream and submit on-line Record of Attendance to the Coordinator of Student Teaching on a monthly basis; and • input the date, time, and location of second Orientation on the web site.
December (Fall Supervisees) May (Spring Supervisees)	<p>The last week of placement the supervisor should:</p> <ul style="list-style-type: none"> • complete the <i>Recommendation of Student Teacher</i> and mail to SUNY Potsdam, Office of Career Planning, Sisson Hall, Potsdam, NY 13676; be sure to include the teacher candidate's full name in the letter; • complete the Leitzell Award nominating form and remind teacher candidates and sponsors to complete appropriate forms listed in <i>Forms & Due Dates</i>; • refer to "Guide for Grading Student Teaching" section of this <i>Guide</i> for grade explanation; • ensure all student teaching requirements are evaluated on TaskStream before assigning teacher candidates an "S" or "U" grade through TaskStream by the deadline date; • review teacher candidate's and sponsor teacher's evaluations of the supervisor that are maintained in 111 Satterlee.