

Partner Teacher Responsibilities

The partner teacher is the public school teacher. The following are the responsibilities of the partner teacher:

1. Familiarizing oneself with the policies and procedures outlined in the Field Experience Handbook.
2. Discussing the checklist for the intern orientation.
3. Working closely with the intern to help them meet the responsibilities required by the Glenville State College Teacher Education Department.
4. Providing regular feedback and advice about the intern's teaching on a daily basis.
5. Guiding interns as they reflect upon each experience and develop their own teaching styles.
6. Maintaining communication with the general and special subject supervisors.
7. Phasing the intern into the classroom experience at the beginning of the placement and phasing the intern out of the classroom near the end of the placement.
8. Completing at least two (2) Professional Semester Evaluations (PSE) and returning the completed assessments to the Director of Field Experiences or the general supervisor.
9. Complete at least one (1) Special Subjects Evaluation in the related content/specialization area. [This evaluation form will be given to the partner teacher by the general supervisor and is the form(s) completed by the special subjects supervisor.]
10. Collaborating with the general supervisor and the intern in the final three-way conference and assisting the general supervisor and intern on the completion of the final PSE (signature must be on the final PSE).

Partner Teachers receive a Partner Teacher Packet at the beginning of the internship semester which includes general information about internship policies and procedures, as well as the necessary evaluation forms which must be completed during the internship placement. Furthermore, a Professional Development Schools dinner and training is held at the beginning of each semester for all interns and partner teachers. The General Supervisor will also make an initial visit to the intern's classroom within the first days of the student teaching placement and review the Partner Teacher Packet of information, answer any questions that the partner teacher may have, and complete the Partner Teacher Training document.