

Responsibilities of the General Supervisor

The general supervisors represent the Glenville State College Teacher Education Department. The following are the responsibilities of the general supervisor:

1. Providing supervision training for the partner teacher
2. Providing a letter of specific guidelines for intern and partner teacher
3. Providing a tentative observation timetable
4. Providing clarification regarding the use of the Professional Semester Evaluation (PSE) with the partner teacher
5. Conferring with the intern and the partner teacher regarding lessons, concerns, and problems
6. Maintaining and coordinating communication among the intern, partner teacher, and college personnel
7. Working collaboratively with the intern and partner teacher to identify resources and support needed for successful classroom experiences
8. Visiting the intern in each placement a minimum of four (4) times, which includes the initial visit, two (2) teaching observation visits, and the final three-way conference
9. Completing at least two observations using the PSE (this represents two of the four PSEs for each placement)
10. Collaborating with the partner teacher and the intern on the final three-way conference and completing the final PSE (all signatures included)
11. Grade WVTPA at close of first placement and provide intern with final grade sheet and necessary feedback. All documents for WVTPA are shared with Director of Field Experiences and filed in Teacher Education office.