

Responsibilities of the Special Subjects Supervisor

The special subject supervisors represent the academic departments of Glenville State College. The following are responsibilities of the special subject supervisor:

1. Conferring with the intern and partner teacher regarding lessons, concerns, and problems
2. Identifying interns who are having subject matter problems and providing assistance to remedy the problem
3. Responding to requests for consultation and assistance from the intern, the partner teacher, and/or the general supervisor
4. Working cooperatively with the intern and partner teacher to identify resources and support needed for successful classroom experience in the specific academic area
5. Maintaining and coordinating communication among the intern, partner teacher, and college personnel
6. Visiting with the intern in the specific academic placement a minimum of two (2) times
7. Completing at least two observations using the special subjects supervisors assessment form