



***Cooperating Teacher
Overview***

***Bilingual Education
Clinical Phase***

I've been assigned a clinical teacher, now what!?

- Spring 2024 Clinical Teachers (CT) must report to your campus by **Thursday, January 4, 2024**. However, we recommend the CTs attend one day of staff development and report on Wednesday, January 3.
- Get a space ready for them to put their 'stuff'
- Let your students know there will be a guest teacher!
- Look forward to creating the best Aggie teacher!
- Plan to attend the Cooperating Teacher Orientation session on **Tuesday, January 9 @ 4:30 pm** (via Zoom).



First Days:

- Your clinical teacher (CT) will need to log 70 days as per TEA. We recommend that students attend one staff development day before the semester starts.
- Student days: The first few days are set up for observation purposes. Your clinical teacher should be taking notes and getting to understand and know the students and schedule.
- Make sure to introduce your CT to your team and staff members.

Demonstrate the teaching process

- Methods
- Resources
- Monitoring of time
- Daily and weekly plans
- Behavior management
- Planning procedures
- Attendance
- Lunch procedures
- Restroom procedures
- Schedules
- Grading procedures
- Emergency procedures!

During the semester

- Provide verbal feedback daily.
- Provide written feedback in the Student Daily Journal weekly.
- Approve time log weekly.

Leave	Leave the CT alone in the classroom from time to time so she can have a feeling of independence.
Allow	Allow the CT to participate in parent conferences, campus meetings, and professional development.
Meet	Meet with the clinical teacher formally at least once a week to discuss plans for the next week.



Semester at a glance:

WEEK	RESPONSIBILITIES
0	Orientation with University Supervisor Upload/Submit required forms
1	Observe, assist, team-teach The majority of time is focused on learning classroom routines and observing students and cooperating teacher. Team teaching is appropriate.
2	Co-plan and teach 1-2 classes/subjects Preplan with the cooperating teacher. Write detailed lesson plans based on preplanning sessions. Observe the cooperating teacher model how to teach lesson/s that were discussed. Note any needed adjustments to the prepared lesson plans before independently teaching the lesson/s to other class periods. Seminar with University Supervisor
3	Independently plan and teach 2-3 classes/subjects Formal Observation 1
4	Independently plan and teach 3-4 classes /subjects CANVAS 1 Discussion
5-7	Full Responsibility Choose 10 consecutive days during these weeks for full responsibility. Formal Observation 2 MID-POINT CONFERENCES DURING WEEKS 6/7 CANVAS 2 Discussion Option following 1st Full Responsibility: Second Environment
8-10	Plan and teach 2-3 classes Rotate subjects/periods to prepare for the second full responsibility. Formal Observation 3 Seminar with University Supervisor Note: Second Environment remains an option.
11-14	Second Full Responsibility Choose 10 consecutive days during these weeks for full responsibility. Career Fair Formal Observation 4 FINAL CONFERENCES DURING WEEKS 13/14 CANVAS 3 Discussion Seminar with University Supervisor The last week may also be used as a 'transition' week. Attendance Log – upload signed copy after last day in field

We look forward to
meeting with you on
Tuesday, January 9 @
4:30 pm (via Zoom)

Thank you!

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