

University Of Illinois
Department of Curriculum and Instruction
Office of Clinical Experiences

Cooperating Teacher Responsibilities

Although the first responsibility of the cooperating teacher is to his/her own students, cooperating teachers also fulfill one of the most important roles in the education of student teachers.

Responsibilities of the Cooperating Teacher with Regard to Student Teachers

1. The cooperating teacher will orient each student teacher to the total setting, organizational policies, and duties or responsibilities of the faculty and other professionals.
2. The cooperating teacher will help each student teacher understand his/her role and define the extent of his/her responsibility and authority, including:
 - a. location of curriculum materials
 - b. school crisis plan
 - c. classroom and school rules
3. The cooperating teacher will discuss the organizational programs with each student teacher so that he/she will understand activities in relation to immediate and long-term goals.
4. The cooperating teacher will provide opportunities for each student teacher to gain experience in management of regular organizational duties as soon as advisable and with as much initiative and responsibility as the situation will permit.
5. The cooperating teacher will delegate increasing authority to each student teacher to make decisions about instruction and discipline matters for a sufficiently long period.
6. The cooperating teacher will serve as a model and information source, helping each student teacher improve professional skills, strategies, interpersonal rapport, and understanding of both cognitive and affective aspects of teaching and other professional responsibilities.
7. The cooperating teacher will evaluate the progress of each student teacher on a continuing basis, gathering and recording information and conferring with each student teacher for purposes of analysis, feedback, and guidance.
8. The cooperating teacher will offer frequent and constructive written and oral feedback to each of the student teachers.
9. The cooperating teacher will schedule regular times to conference with each student teacher about his/her progress and responsibilities.
10. The cooperating teacher will be candid with each student teacher about his/her progress. This includes providing copies of any written documentation given to the supervisor.

Responsibilities of the Cooperating Teacher with Regard to the Supervisor

1. The cooperating teacher will work with the supervisor in guiding the progress of the student teacher throughout field experiences.
2. The cooperating teacher will evaluate the progress of each student teacher on a continuing basis, gathering and recording information for the following purposes:
 - Providing documentation in writing at least once per week for the supervisor (one copy to be given to the student teacher) to use in recommending a satisfactory or unsatisfactory grade for ED PR 442.
 - Providing documentation in writing for the supervisor to use in recommending the student teacher for certification.
3. The cooperating teacher will be candid with the supervisor about the progress of each student teacher.
 - The cooperating teacher will notify the supervisor of any student teacher absence.
 - The cooperating teacher will confer with the supervisor about the appropriateness of school-related activities that the student teacher is asked to attend or is given permission to miss.
4. The cooperating teacher will work with the members of the Professional Team to write a Professional Growth Plan for students who need assistance in order to successfully complete program expectations. All members of the Professional Team must be consulted and provide signatures when a Professional Growth Plan is initiated.

Responsibilities of the Cooperating Teacher with Regard to the University

1. The cooperating teacher will participate in cooperating teacher orientation meetings and seminars.
2. The cooperating teacher will be candid with UIUC instructors about the progress of each student teacher.
3. The cooperating teacher will verify the time reports of each student teacher.