

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

**Supervisor Responsibilities**

The supervisor is the person responsible for coordination of the overall supervision of the clinical experiences throughout the semester. A supervisor works in one of the following capacities: 1) a classroom teacher released from some teaching duties for spring semester to work with UIUC student teachers; 2) hired by UIUC to work with UIUC student teachers in various schools.

The supervisor will make classroom observations of the student teachers and will offer support and guidance to the cooperating teachers. The supervisor is also the major communication link between the placement school and UIUC. Supervisors will meet regularly with Office of Clinical Experiences (OCE) staff and have frequent communications with the methods instructors.

**Responsibilities of the Supervisor**

1. The supervisor will serve as liaison among student teachers, cooperating teachers, UIUC instructors, and OCE staff.
2. The supervisor will work cooperatively with the OCE staff to place student teachers in both student teaching assignments by
  - Reviewing applications of student teachers.
  - Facilitating placements with the attempt to match specific areas of preparation of the student teachers with cooperating teachers whose assignments encompass those areas. Selected cooperating teachers should meet the following criteria:
    - a) appropriate certification.
    - b) a minimum of 3 years teaching experience.
    - c) approval of the district.
    - d) willingness to work within STEP guidelines.
3. The supervisor will promote student teacher professional development by
  - Observing student teachers during the teaching experience. The supervisor will also conduct goal-setting, pre-observation, and reflective post-observation conferences. A minimum of three formal observations will be made for each student teacher during each placement. In addition, a mid-term and final conference will be conducted with student teachers and cooperating teachers. OCE staff, UIUC instructors, and/or academic advisors may be asked to attend these conferences. During each placement, ongoing interaction will take place between the supervisor and the student teachers.
  - Providing oral and written feedback to student teachers after each formal observation.
  - Stimulating reflective thinking about student teachers' objectives, goals, strategies, and progress.
  - Helping student teachers deal with problems they may be experiencing.
  - Providing honest and candid evaluations of student teachers' progress.
  - Working 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.
4. The supervisor will coordinate evaluation of student teachers with the cooperating teachers by
  - Communicating frequently with the cooperating teachers about the student teachers' progress.
  - Communicating frequently with OCE staff and, if necessary, UIUC instructors and/or academic advisors about the student teachers' progress.
5. The supervisor will assist cooperating teachers by
  - Consulting with cooperating teachers about objectives and areas of emphasis for student teachers.
  - Conferring with student teachers about specific topics as requested by cooperating teachers.
  - Communicating cooperating teacher concerns to the OCE staff and UIUC instructors.
  - Helping coordinate classroom activities with professional seminars and UIUC course instruction.
6. The supervisor will serve as a resource for professional seminars and UIUC course instruction.
7. The supervisor will conduct ongoing program evaluation and modifications by
  - Reviewing student teachers' applications for placement consideration.
  - Extending sites beyond present middle/junior high schools and high schools.
  - Clarifying on-site courses and curriculum.
  - Reviewing and revising roles and responsibilities of the STEP participants.
  - Helping to assess program format.