

# University of Akron Teacher Candidate Supervisor

## Role and Expectations

### Role of the Teacher Candidate Supervisor:

Supervisors are a primary resource, support and coach for the Teacher Candidate as well as for the Mentor Teacher, and serve as liaisons between the University of Akron and the P-12 District Partner. Supervisors offer experience and objective perspectives on overall classroom effectiveness around planning, instruction and assessment in the classroom, student response as well as the classroom environment.

In addition, supervisors work collaboratively with Teacher Candidates to identify specific goals, challenges and areas of interest.

Additionally, you will work collaboratively with the Mentor Teacher to determine the midterm and final evaluations. The University Supervisor will submit the forms on the website for the midterm and the final evaluations.

## Elements of an Observation

A formal observation should include the following elements:

- ◁ Pre-Observation conference. You may want to request lessons plans prior to the conference so you have a chance to review. This can be done via email.
- ◁ An observation of actual lesson or teaching episode.
- ◁ Post-Observation discussion.
- ◁ Written observation

## Giving Feedback to Teacher Candidates

Guidelines for providing feedback to Teacher Candidates:

- ✓ Focus feedback on behavior rather than the person.
- ✓ Focus feedback on observations rather than inferences.
- ✓ Focus feedback on description rather than judgment.
- ✓ Focus feedback on the sharing of ideas and information rather than on giving advice.
- ✓ Focus feedback on exploration of alternatives rather than answers or solutions.

## Dealing with Teacher Candidate and or Mentor Concerns

On occasion you may have concerns about a Teacher Candidate or concerns may have been relayed to you regarding your assigned Teacher Candidate. These may include, but are not limited to:

- < General unreadiness to teach
- < Unexcused absences
- < Unprofessional behavior
- < Poor quality of work
- < Problems with relationships in the school community (Students, Mentors, Colleagues)

Even with the slightest concern, it needs to be addressed with the appropriate parties. University Supervisors are the first level in resolving issues. Please inform Jennifer Morgan of any issues that cannot be easily resolved. For issues of a more serious nature, please contact the office immediately.

When there is a concern about a Teacher Candidate and the problem persists, it is important to maintain documentation that describes the behavior, document when it has occurred and how it was addressed. This initially can be documented on the observations forms. Action plans are used with more serious situations. After consulting with Jennifer Morgan a determination will be made if an Action Plan is needed.



#### Additional Responsibilities and expectations:

- ✓ Attend beginning of the year Supervisor meeting. Jennifer Morgan will notify you of the date and time of the meeting which might be done in person, or online.
- ✓ Review all lesson plans Teacher Candidates are required to complete.
- ✓ Participated in additional trainings as needed. This may include webinars and or online training modules.
- ✓ Participate in additional meetings which may include but is not limited to; face to face team meetings, or phone conferences.
- ✓ Completion of on-line Supervisor survey at the end of the semester.

#### Mileage Policy

University Supervisors are required to follow all Mileage procedures and guidelines.

- < Mileage must be detailed by using the start/finish location as the University or the actual point of departure, whichever results in fewer miles traveled.
- < Reporting of mileage must be as accurate as possible. A comparison of actual mileage will be made against the number of miles calculated using Mapquest® as the principal standard for determining approved reimbursement. Personal odometers, GPS systems, and other tracking systems, while helpful, will not be used in the final verification of miles traveled.
- < The number of reimbursable miles may not exceed the number of miles of the most cost-effective reasonable route between two or more duty points.
- < If the travel expense report does not provide sufficient space, the detail may be attached as a supplementary schedule, listing miles driven by date and destination.
- < If mileage varies as a result of exceptions (e.g., roads closed due to construction), adjustments can be made when the variance is noted (including reason) on the expense form or the supplemental attachment. These occurrences should be the exception, not the rule.

You would fill out the forms found on <https://www.uakron.edu/controller/travel.dot>

### EmpCenter Time Cards

You may be required to enter and approve your weekly time card in EmpCenter. This is based on your load hours. You will be notified by the office if you will be required to do so.