

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7238

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Student Teaching Program**

REVISED: **08-31-06**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for placement and supervision of student teachers in district schools, and the roles and responsibilities of district staff and college/university staff.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy K-9500; Education Code Section 44321.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Teacher Preparation and Student Support Division, Office of the Deputy Superintendent.
2. **Definitions**
 - a. **Student teachers:** College and university students preparing for elementary or secondary school teaching.
 - b. **Supervising teachers:** Permanent full-time teachers who (1) have volunteered to supervise student teachers, (2) have been recommended by their site administrators, and (3) have participated in the required district and university professional development.
3. **Contracts.** The district accepts and places student teachers from colleges and universities that have approved Student Teaching Agreements on file in the Teacher Preparation and Student Support Division.
4. **Assignments.** Each student teacher is assigned to one or more supervising teachers in elementary or secondary schools. On an annual basis, the Area Superintendents identify sites to host student teachers. Student teachers are matched with supervising teachers by site principals in collaboration with college/university staff.
5. **Compensation**
 - a. **Supervising teachers** may be paid a stipend from the university. Stipends vary among participating institutions and may change from year to year. Supervising teachers are to contact the college/university to obtain the current rate.

- b. **Student teachers** serve without pay, but receive credit from the college/university in which they are enrolled.

D. IMPLEMENTATION

1. **Teacher Preparation and Student Support Division.** Initial contacts by colleges/universities who wish to place student teachers in district schools are made to the Teacher Preparation and Student Support Division.
2. **College/University**
 - a. **Works through site principals** to assign student teachers to qualifying supervising teachers at participating schools. Universities are not to contact supervising teachers directly.
 - b. **Assigns a supervisor** to work with student teachers and supervising teachers in district schools.
 - c. **After completion** of each semester, makes stipend payments directly to supervising teachers (unless otherwise specified in the Student Teaching Agreement).
3. **College/University Supervisor**
 - a. **Works in concert with supervising teachers** and principals in the supervision of the student teachers.
 - b. **Communicates regularly with supervising teachers** to discuss student teacher progress.
 - c. **Monitors the quality** of the match between student teachers and supervising teachers and notifies principal if there is a mismatch.
 - d. **Provides principals and supervising teachers** with necessary information about student teachers, assignments, instructions, and student teacher evaluation forms.
 - e. **Provides regular written and oral feedback** as specified in college/university guidelines to each student teacher about his/her progress and informs the supervising teacher about the nature of this feedback.

- f. **Completes a written evaluation** of each student teacher at the end of the semester; assigns grades to student teacher(s).
4. **Principal/Site Administrator**
- a. **Works with college/university** to place student teachers with qualifying supervising teachers to ensure the highest quality of instruction.
 - b. **Introduces student teachers** to faculty, school philosophy, and policies and procedures. Orients student teachers to the facility and school community.
 - c. **Encourages student teachers** to participate in site and district professional development.
 - d. **Confers with supervising teachers** and college/university supervisors.
 - e. **Observes student teachers** in their classrooms and provides written feedback regarding observations.
 - f. **Provides the Human Resource Services Division** with a brief summary on each student teacher assigned to the site. The summary must include whether or not the student teacher is recommended for employment.
5. **Supervising Teacher**
- a. **Agrees to complete** district and university training, as required, to develop and maintain skills needed to work effectively with student teachers.
 - b. **Provides a model** for student teachers by continually demonstrating effective teaching strategies.
 - c. **Develops a plan** that progresses from observation to increased responsibility for teaching as the student teacher demonstrates enhanced skill in delivering the curriculum.
 - d. **Observes student teachers;** provides written feedback to student teachers; and meets to debrief observations.
 - e. **Keeps principal and college/university** informed of student teacher progress.
 - f. **Meets with college/university supervisor** periodically to discuss student teacher progress.

- g. **Completes and submits documentation** and evaluations as required by the college/university.

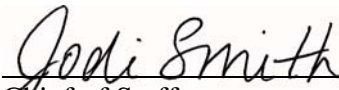
6. **Teacher Preparation and Student Support Division**

- a. **Works with the** Area Superintendents to establish supervising-teacher selection guidelines and other program components.
- b. **Coordinates contractual agreements** between the district and teacher training institutions; provides necessary information to college/university staff, principals/site administrators, supervising teachers, and student teachers.
- c. **Provides** professional development for supervising teachers.
- d. **Provides a list of participating sites and qualifying** supervising teachers to each university at the beginning of each semester to be used for making student teacher assignments.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff
For the Superintendent of Schools