York College of Pennsylvania
Checklist of Student Teaching Responsibilities

Instructions: Listed below are responsibilities to be completed during student teaching. After you complete each responsibility, place a check mark in the box in front of the item. When all responsibilities have been completed, request that the Cooperating Teacher (CT) sign the form. Submit the form to your College Supervisor upon completion (by the end of the semester or earlier).

PERSONAL:
- Provide contact information to your CT and College Supervisor.
- Determine a procedure to notify your CT & College Supervisor should you be absent.
- Discuss expectations & responsibilities with CT & College Supervisor
- Develop Progressive Teaching Plan with CT & College Supervisor.

RELATIONSHIPS:
- Introduced to assigned building staff
- Introduced to itinerant staff
- Attend collaborating meetings: Faculty, Grade Level/Department, IST, SAP, etc…
- Send letter of introduction to parents
- Attend parent conferences, PTO Meetings & school-sponsored events.

BUILDING:
- Know location of appropriate rooms such as offices, instructional rooms, teacher workroom, faculty room, cafeteria, and storage rooms.
- Be aware of appropriate outside facilities such as authorized entrance and exits, bus areas, staff parking, & playground.

PROCEDURES/POLICIES
Become knowledgeable of the:
- Teacher Handbook
- Emergency Plan
- Evacuation procedure and location of “Route” signs.
- Confidentiality Policy
- Procedures to request supplies and Custodial & Maintenance support

SPECIAL DUTIES:
- Discuss with CT the supervision of aides and volunteers
- Know responsibilities & student conduct rules when supervising: recess, hall monitoring, cafeteria, & bus area.

ASSIGNMENTS:
- Compile daily lesson plans in the Student Teacher Notebook
- Complete a Weekly Reflection Journal and place in the Student Teacher Notebook
- Complete 5 Observations of Professionals and submit to your College Supervisor.
- Complete a Resume & Cover Letter to submit at Student Teaching Practicum
- Formulate and write your own Educational Philosophy and place in the Student Teacher Notebook.
- Complete a Student Growth Project and write a report. The report should include a summary and analysis of a lesson or topic taught where a pre- and post-test were utilized. Growth of students as a result of instruction should be reflected upon.

_________________________________  ______________________________________
Student Teacher’s Signature             Cooperating Teacher’s Signature

_________________________________  ____________________________
Date                                      Date

Rev. 2015