

Pflugerville Independent School District - Job Description

Job Title/Position:	Cooperating Teacher	Department/School:	Current School
Pay Information:	\$200 stipend at end of semester when supporting Student Teacher <i>Volunteer for teachers supporting Interns & Observers</i>	Supervised By:	Current Supervisor
FLSA:	n/a	Date Revised:	March 2018

Primary Purpose:

A cooperating teacher provides mentoring, teaching, and support to observers, interns, and student teachers from colleges, universities, and/or educator preparation/alternative certification programs.

Qualifications (Experience/Education/Certification):

Three years teaching experience; successful student learning outcomes; campus principal approval

Major Responsibilities:

In addition to regular teaching responsibilities, in order to provide supportive classroom environments for preparing pre-service teachers, cooperating teachers should strive to exhibit the following characteristics:

- Teacher Performance
 - Perform at the top levels of T-TESS
 - Demonstrate and model proficient use of academic English (and academic Spanish or other language in a bilingual classroom)
 - Follow through with job-related commitments
- Professionalism
 - Demonstrate behaviors that reflect commitment to ethical concerns
 - Exhibit enthusiasm, flexibility, and open-mindedness
 - Participate regularly in professional development about approaches to teaching and update practices based on new knowledge
- Mentoring Skills
 - Model and encourage self-reflective practices
 - Promote a collaborative and non-threatening environment where mistakes are the building blocks of learning
 - Provide constructive feedback and praise
 - Communicate effectively
 - Be receptive to new ideas and practices
- Diversity
 - Actions are respectful of the numerous diversities within the school population and community
 - Actively promotes student appreciation of diverse groups and cultures through curricula and instructional activities
 - Utilizes culturally and linguistically responsive strategies and techniques to address the needs of diverse learners
- Special Populations and Inclusive Settings
 - Collects and shares student information in order to plan and implement differentiated curricula and instruction
 - Works collaboratively with family members and other support personnel to appropriately identify and address students' individual needs
- Technology
 - Has or would be supportive of an interactive, technology-rich teaching/learning environment
- Communication
 - Works collaboratively with peers
 - Engages parents in student success
- Perform other duties as assigned

Special Knowledge/Skills:

- Knowledge of all applicable federal, state, and local laws, guidelines, and procedures.
- Knowledge of curriculum and instruction.
- Knowledge of best practices for teaching and learning, including strategies for special populations served in the classroom.
- Knowledge of subjects assigned, including current research.
- Skill in effective classroom management and managing student behavior.
- Skill in working collaboratively with peers, colleagues, and supervisors.
- Skill in working with various forms of equipment including, but not limited to, personal computers, projectors, and printers.

Supervisory Responsibilities:

Supervision of student teacher, intern, and/or observer as per educator preparation program guidelines.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Maintain emotional control under stress; must be able to lift and/or carry at least 30 pounds.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____