HTU Educator Preparation Program Cooperating Teacher Agreement

Cooperating Teacher Date:

Contact number: email:

Certification(s): Current assignment(s):

Campus Address: District

Clinical Teacher

**Cooperating Teacher Qualifications:** Certified teacher; at least three years classroom teaching experience, one of which must in the school district where presently assigned (evaluations for all three years must be at least “proficient” or its equivalent using the instrument for evaluating teachers in the respective district or school; present assignment preferably in the same area the intern is teaching; acceptable communication skills; willingness to be a mentor; demonstrated skills in working with other adults; recommended by principal.

# TERMS OF AGREEMENT

1. Sign the Cooperating Teacher agreement, Handbook Receipt, and Code of Ethics
2. Complete W-9 form
3. Complete activities in Cooperating Teacher Handbook
4. Attend Cooperating Teacher Training Session, if given
5. Provide assistance to the Clinical Teacher
6. Accomplish two formal observations using the **Cooperating Teacher Observation with Growth Plan of Student Teacher** form
7. Complete mid-semester evaluation using the **Cooperating Teacher/Field Supervisor Mid- Term Assessment of Clinical Teacher** form and final evaluation using the **Cooperating Teacher/Field Supervisor Final Evaluation of Clinical Teacher** form

# Complete the Cooperating Teacher Weekly Communications with Clinical Teacher Log

1. Complete the **Cooperating Teacher and Clinical Teacher Professional Identity Exercise**

with the clinical teacher

1. Communicate your concerns about the Clinical Teacher and/or the program to the HT ATCP Field Supervisor, Director, and/or Principal

In appreciation for your performance of these specified duties, you will be paid a stipend of two hundred dollars ($200.00 US) by the HT Education Preparation Department upon receipt of all completed paperwork.

/ / Signature of Signature of

Cooperating Teacher Date Principal Date

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