

Associate Teacher Responsibilities

(Please review the responsibilities of the Pre-Service Teacher and University Advisor)

The Associate teacher is a qualified, registered teacher with a degree in education. The Associate teacher is a critical member of the supervision team and thus the quality of the supervision and support provided is significant in the professional growth of the student.

Responsibilities

1. Explain the existing classroom procedures and carefully outline the expectations they have of the pre-service teacher.
2. Involve pre-service teachers in the life of the school to the greatest possible degree.
3. In consultation with the school administrator, during EDUC 4003 and EDUC 40A3, if possible, provide opportunities for the pre-service teacher to observe and/or work with other school personnel.
4. Model best practice in planning, teaching and assessment.
5. Act at all times in a way that demonstrates respect for the rights and privileges of the student with special reference to excellence in performance and freedom of expression.
6. Maintain a professional learning relationship with students.
7. Become familiar with the expectations for students on Practicum as set out in the relevant Practicum documents.
8. Introduce the student to all teaching and support staff.
9. Provide advice and leadership regarding school procedures and protocols (including areas such as dress protocols; behaviour support procedures; responsibilities related to the overall operation of the school).
10. Supervise all the student's lessons.
11. Expect to see and review written lesson plans daily.
12. Expect students to write and discuss constructive self-evaluations concerning their professional learning and development.
13. Provide constructive oral and written feedback regularly to students on their teaching performance with specific guidelines for improvement.

14. Provide constructive and collegial support to students.
15. Always retain legal responsibility for the class when a student is in attendance.
16. Consult with the student's Professional Experience Leader and /or Professional Experience Mentor as required.
17. Ensure the Pre-Service Teacher completes the correct number of days for the placement.
18. Grade/evaluate the student on factors related to performance, effort, and level of achievement.
19. Respond promptly to emerging problems with a student's teaching performance.
20. Be familiar with the 'Cautionary Advice Notice' procedure.
21. Provide a written interim and/or a final report for the student against the Professional Experience Assessment criteria, as required by the applicable Professional Experience guidelines.
22. In conjunction with the School Principal, exercise the right to terminate a placement if it is judged to be damaging to the welfare of pupils or the school.
23. Send evaluation reports used for each practicum by email to bedpract@acadiiau.ca All evaluation forms are located in this Guidebook and are available online at <http://education.acadiiau.ca/> under the heading 'Forms/Resources'.

Additional experiences for all pre-service teachers can include:

1. **Extra-curricular activities:** Whenever possible, we would like pre-service teachers to become involved in the life of the school. We regard their participation in such activities as exceptionally helpful to their professional development.
2. **Teacher-Parent/Guardian Conferences:** We encourage you to have pre-service teachers act as observers and/or participants during teacher-parent/guardian conferences.
3. **Professional Development:** If you are attending a professional development session, it would be helpful, when possible, for the pre-service teacher to join you.
4. **Staff Meetings and Other School-Based Meetings:** Attendance at school-based meetings will help the pre-service teacher discover the complexity of today's schools. However, as with teacher-parent/guardian conferences, the decision regarding attendance at such meetings is determined by the school.
5. **Duty Rosters:** We encourage pre-service teachers to accompany the associate teacher as they fulfill the required duties in their school setting.

Throughout the in-class experience for all practicum placements, we encourage the pre-service teacher to continue to have the opportunity to observe the associate teacher as she/he articulates and demonstrates the understandings of their teaching practice.

****Please note:* Pre-service teachers will not receive a final grade in their practicum course until all reports have been received.**