



## Guidelines for Educators Working with Pre-Service Educators

**Wonder is the beginning of wisdom.**

Socrates

The profession of educators is perpetuated through the open doors of collaboration. It is through the pre-service tracks of practical experiences an individual enters the profession as an initial educator. These practices provide an opportunity reminiscent of the apprentice and the master craftsman to learn and innovate while in the midst of their vocation. It is a multifaceted endeavor that aligns with the ECASD Strategic Plan (Collaborative Cultures, High Quality Staff, and Partnerships with Families and Community).

Thoughts to keep in mind:

- Sharing your classroom and students with future professionals provides boundless opportunities and rewards.
- A cooperating educator member wishing to work with a pre-service candidate needs to have a minimum of three years of experience teaching AND have successfully completed the Supervision Course.
- Working with a pre-service candidate is not for everyone.
- More hands in the classroom can be a benefit to all of the stakeholders and increases the student – teacher time.
- Modeling exemplary practices is essential to growth for the pre-service educator.
- Working with a pre-service candidate is an additional responsibility. You should consider taking on a pre-service candidate when you do not have other additional duties taking place (such as extra-curriculars), so that proper attention may be given to the pre-service candidate.
- Pre-service candidates should experience many of the aspects, if not all, of the aspects of the profession whilst in your care.
- Dabble with the collaborative opportunity by beginning with serving as a cooperating educator member for the observer, practicum and the Block or Teaching Assistant practicum. These are good openings.
- Your classroom & students remain your responsibility throughout the course of any pre-service experience.

### PLACEMENT OPPORTUNITIES

Elementary	Middle School	High School
Observation	Observation	Observation
Block	Teacher Assistant	Teacher Assistant
Student Teacher/Intern*	Student Teacher/Intern*	Student Teacher/Intern*

University Placement Officers

**Leslie Klay**  
**UWEC Field Experience Coordinator**  
College of Education and Human Sciences  
715-836-5544  
[klayla@uwec.edu](mailto:klayla@uwec.edu)

**Tracy DeRusha**  
**UW-Stout Coordinator of Field Experiences**  
Office of Field Experiences  
715-232-2474  
[derushat@uwstout.edu](mailto:derushat@uwstout.edu)

## Responsibilities of Cooperating Educator Members of Pre-Service Candidates\*

- Set forth the expectations for you as a cooperating educator member and your pre-service candidate in his/her role prior to the beginning of the term.
- Create and utilize an orientation plan that allows for gradual release of the lead role to your pre-service candidate.
- Prepare all stakeholders for the introduction of your pre-service candidate to the academic term.
- Explain the hierarchy of the school district.
- Share the expectations of faculty members by administration and colleagues.
- Work in partnership with your pre-service candidate in all duties.
- Touch base each day with your pre-service candidate.
- Ensure time availability to discuss and implement both short and long range lesson planning.
- Supervise your pre-service candidate whenever he/she is with students (required by law), and accessing restricted material (such as Skyward).

## Conversations Starters for Principals: Considerations with Prospective Cooperating Educator Members

### *Encouraging Participation*

- I have observed exemplary teaching and the interactions you have with students, colleagues, and parents. I know you would be a great cooperating teacher and I hope you will consider submitting your name for working with pre-service teachers.
- Have you ever considered assuming the role of a cooperating teacher? I know it is a responsibility you are well equipped for and any pre-service teacher would be fortunate to work with you.

### *Expressing Reservations*

- Perhaps your current obligation load does not permit the added responsibilities of a student teacher at this time.
- Parents and students have the expectation of you being lead teacher in this course the majority of the year.
- While your continued dedication to growing this profession by mentoring pre-service teachers is valued, your leading your classes is where our school needs you right now.