



Checklist of Student Teaching Responsibilities

Instructions: Listed below are additional 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 signed form to your College Supervisor upon completion (by the end of the semester or earlier).

PLANNING & PREPARATION:

- Maintain timely lesson plans aligned to standards and signed by CT
- Examine district curriculum maps and/or scope and sequence guides
- Develop a flexible plan for the progression of student teaching with CT

CLASSROOM ENVIRONMENT:

- Create CT-approved letter of introduction and send to parents and/or guardians
- Discuss classroom and district behavior management policies and systems with CT

INSTRUCTIONAL DELIVERY:

- Use district-approved instructional technology resources
- Consult with CT to gain constructive feedback
- Craft weekly reflections and furnish to College Supervisor

PROFESSIONAL CONDUCT:

- Comply with school policies and procedures regarding professional dress, attendance, punctuality and the use of technology
- Communicate with CT regarding instructional and non-instructional procedures and routines, including but not limited to the following: record keeping, grading, attendance, parent communication, confidentiality policy, safety drills, and crisis plan
- Cultivate professional relationships with school colleagues
- Participate in professional development growth opportunities, including but not limited to the following: faculty meetings, in-services, grade-level/department meetings, etc.
- Attend school sponsored events such as musicals, sporting events, and/or PTO Meetings
- Complete 5 observations with written reflections of professionals and submit to your College Supervisor
- Hold discussions with the CT regarding the collaboration with other professionals, including but not limited to the following: reading specialist, counselor, social worker, nurse, para-professional, special education teachers, school volunteers, administration, and itinerant staff.

ASSESSMENT:

- Complete a Student Growth Project to apply interpretations to inform planning and instruction for students. 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. (See Handbook for instructions)
- Discuss district benchmark and state-required assessments (PSSA's, PVAAS, Keystones)

KNOWLEDGE OF DIVERSE LEARNERS:

- Confer with the CT regarding strategies to communicate with and engage families and the community
- Join the CT in meetings involving parents and/or guardians, including but not limited to the following: IST, IEP, parent teacher conferences, open houses, back to school night

Student Teacher's Signature

Cooperating Teacher's Signature

Date
Rev. August 2025

Date