

Junior Field Pre-Professional Student Teaching Supervisors

TIME	SUPERVISORY JOB/TASK
2 hours *	"New" Teaching Supervisors Orientation (one time only)
3 hours	Pre-Semester Orientation to Field Experience for Pre-Professional Field Experience Supervisors
2 hours	Supervisors Forum (October 14) (held at Kean & OCC)
<u>2 hours</u>	Supervisors Forum (Dec. 9th) (Held at Kean & OCC)
7 hours **	Hours Compensated only once per semester per Adjunct Teaching Supervisor
3/4 hour	1st Pre-professional Supervisory Field Experience meeting with cooperating teacher & Student
1/4 hour	Meeting with Principal
6 hours **	Observation (average 2 classes per visit + mtg with cooperative teacher & student) 3 hrs. per visit
1 hour	Completion of " Competency Assessment Form " 1 per visit (min of 2 per semester) 30 minutes
1/2 hour	Completion of " Field Experience Narrative Observation Form " : (minimum # would be determined by major)
2 1/2 hours	10 - Weekly " Student Reflective Journal Reviews - read, review and comment before visit
5 hours	10 - Lesson Plans (review weekly and remediate & direct appropriately with student via email) 15-20 min. ea.
1/2 hour	Completion of Pre-Professional Field Experience - "Final Meeting" Form with cooperating teacher & student
2 hours	Weekly Email Correspondence for Guidance & Support with Student (10-15 minutes per week)
5 minutes	Final Grading
18 1/2 hours	Per Student

* **Compensation is one time only for the employment of the adjunct**

** **Hours compensated only once per semester per adjunct Teaching Supervisor for Junior Field.**

** **Departments Requiring 3 minimal Observation Visits**

Early Childhood (EC 3400)

Departments Requiring 2 minimal Observation Visits

Fine Arts (FA 3902, 3903)

Elementary Education (EMSE 3800)

Secondary Education (EMSE 3801)

Middle School Education (EMSE 3902)

Music (MUS 3311, 3321)

Special Education (SPED 3001)

Adult Fitness (PED 4627)

Departments Requiring 1 minimal Observation Visits

Physical Education (PED 3690, 3691)

Adult Fitness (PED 3692)