

Senior Field Professional Student Teaching Supervisors

| TIME | SUPERVISORY JOB/TASK |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 2 hours * | "New" Teaching Supervisors Orientation (one time only) |
| 2 1/2 hours | Pre-Semester Orientation to Field Experience for Professional Field Experience Supervisors |
| 2 hours | Supervisors Forum (October ?) (held at Kean & OCC) |
| <u>2 hours</u> | Supervisors Forum (Dec.?) (Held at Kean & OCC) |
| 6 1/2 hrs. ** | Hours Compensated only once per semester per Adjunct Teaching Supervisor |
| 1 hour | 1st Professional Supervisory Field Experience meeting with cooperating teacher & Student |
| 1/4 hour | Meeting with Principal |
| 16 hours | Observation (average 1 class per visit + mtg with cooperative teacher & student) 2 hrs. per visit x 8 visits |
| 3/4 hour | Review and Critique Video Observation |
| 1/4 hour | Completion of " Video Analysis Form " |
| 1 hour | Completion of " Professional 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) |
| 3 hours | 10 - Weekly " Student Reflective Journal Reviews - read, review and comment before visit |
| 1 hour | Completion of TWS (Teacher Work Sample Portfolio Assessment) |
| 5 hours | 10 - Lesson Plans (review weekly and remediate & direct appropriately with student via email) 15-20 min. ea. |
| 1/2 hour | Completion of 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) |
| 1/2 hour | Final Grading |
| 31 3/4 hrs. | Per Student |
| * | Compensation is one time only for the employment of the adjunct |
| ** | Hours compensated only once per semester per adjunct Teaching Supervisor for Senior Field. |
| *** | Departments/Majors requiring Double Experience Observations for K-8 and 9-12 certifications (4 total forms Art Music PE |