

NTC Early Childhood Education Student Teacher Responsibilities

- Adhere to the NTC Early Childhood Education Program Student Agreement
- Attend and document all scheduled hours, and report any absences to the site and the supervising teacher promptly.
- Work in the assigned program center or site for 108 consistent hours in the allotted semester time period.
- Help supervise children safely.
- Follow the host school's policies for regularly employed staff: be mindful of the arrival and departure times of your cooperating teacher, the parking restrictions for staff, use of the teacher's lounge, use of school-owned equipment and supplies, etc.
- Participate with your cooperating teacher in all aspects of their professional responsibilities including classroom, hall, bus, lunchroom, and playground duties. etc.
- Take initiative in planning learning activities, routines, and clean-up and in evaluating them.
- Submit lesson plans to your cooperating teachers well in advance of actual implementation.
- Keep confidential that information which is given to you in confidence by your supervisor.
- Maintain ethical conduct by refusing to speak in disparaging terms about another member of the staff, the students, school patrons, the administration, or another student's teacher. NOTE: This is especially important in informal meetings in the teacher's lounge or on breaks.
- Teach only subject matter that is approved by your cooperating teacher and/or site.
- Always ask permission beforehand from those people whom you would like to list as references on job applications.
- Engage fully in the nurturing and learning aspects of child care.
- Positively support the social, emotional, and all areas of developmental needs of young children.
- Interact cordially with families with direction and approval of the cooperating teacher.
- Communicate with your cooperating teacher when in doubt.
- Submit unit plans and/or individual lesson plans to your cooperating teaching prior to class presentation/implementation.
- Ask your cooperating teacher to schedule time to meet with you and to provide you with feedback about your performance
- Participate in the evaluation of the student teaching experience
- Represent NTC well in your student teaching placement.
- Be a role model to fellow student teachers.
- Project a positive image of NTC's early Childhood Education program.

- Follow NTC's policies and standards.
- Maintain a professional demeanor at all times.
- Attend all scheduled hours, and report any absence quickly.
- Connect with your NTC Supervising teacher with any concerns.
- No cell phone use while doing your practicum experience.
- Complete all assignments and evaluations in a timely manner and submit by due dates.
- Be prepared for scheduled observations/visitations at your practicum site.
- Work in cooperation with teachers and other staff members to develop a good working unit within the program.
- Provide your practicum site with a copy of : 1) Background Information Disclosure, 2) Criminal History Check, 3) Physical and TB, and 4) SBS prevention certificate copy.
- Lastly, you represent yourself, your program, out technical college. You are a liaison between the college and the practicum site. Develop and maintain relationships for future students.

Expectations of the Cooperating Teacher

- Walk through all NTC paperwork with student.
- Interview and conduct an orientation with the practicum candidate.
- Introduce them to children and , families, and staff as an NTC ECE student teacher.
- Role model professional behavior.
- Explain expectations, and reinforce when needed.
- Guide the student in the patterns in your classroom.
- Offer to be available for questions.
- Complete all NTC cooperating teacher student evaluations.
- Review student lesson plans and give feedback.
- Sign off on student time sheet.
- Contact the NTC Supervising teacher with any questions or concerns, or documentation in a timely manner.
- Plan with the student for their involvement in your daily schedule.
- Give the student constructive tips for improvement.