# Coordinator and Field Supervisor Resources

## School District Information

**Placement Information** - Includes Cooperating Teacher Application, Coordinator Placement Sheet, and Placement Procedures

**Primary Coordinators (EC-6 ESL)** - List of the schools by district matched with the respectively assigned faculty coordinators.

### School District Information

- Austin ISD
- Eanes ISD
- Leander ISD
- Manor ISD
- Pflugerville ISD
- Round Rock ISD

## Handbooks

- **EC-6 Coordinator & Field Supervisor Handbook**
- **Guiding Student Teachers Handbook** – Very detailed information for novice cooperating teachers and field supervisors.
- **Field Supervisors Guide for EC-6 ESL Interns and Student Teachers** – The "Cliff Notes" version for field supervisors of the Coordinator and Field Supervisors Handbook.
- **Student Teaching Handbook** - For students in their final semester.

## Certification Information

- **Required Exams and Fees for Initial Teacher Certification**
- **Certification Exam Preparation**
- **TExES Test Results**
- **Certification Checklist**

## End of Semester Requirements

**End-of-Semester Requirements** - For Coordinators and Field Supervisors. Includes Mileage Reimbursement information, TEA Observation Record Log, and link to Online Evaluation System.

- Checklist for Coordinators (Word document) - Spring 2019
- Checklist for Field Supervisors (Word document) - Spring 2019
- Coordinator and Field Supervisor Materials Submission Chart (Excel) - Fall 2019
- Student Assessments - For Cooperating Teachers, Field Supervisors, and Students. Includes link and instructions for the Online Evaluation System.

## TEA Curriculum Requirements for Educator Preparation

- **State Board for Educator Certification Rules - Texas Administrative Code**
- **TEC, TAC, and Resources for Ethics; ELPS; Dyslexia; Technology; and Mental Health, Suicide Prevention, and Substance Abuse**
- **TEA Educator Standards - TAC and Standards**
- **Texas Teacher Standards – Chapter 149 in the TAC**
- **Pedagogy and Professional Responsibilities Standards**
- **Texas Essential Knowledge and Skills (TEKS)**
- **Program Provider Resources** – includes information on mental health, substance abuse, and youth suicide training.

## TEA Non Curriculum Requirements for Educator Preparation

- **State Board for Educator Certification (SBEC) Rules - Texas Administrative Code**
- **TEC, TAC, and Resources for Military, Teacher Aid, Cooperating Teacher, Field Supervisors**
- **SBEC Meeting Resources - Agenda, Public Testimony, Livestream**
- **Other TEA Non Curriculum Requirements** - TEA Observation Record and TEA Observation Record Example; Principal Observation Letter; Mentor Training for Cooperating Teachers and Site Supervisors
- **Formal Written Program Complaints**

## Training

- **Mentor Training**
- **School Law Seminar**