# 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

- Coordinator & Field Supervisor Handbook
- Guiding Student Teachers Handbook – Very detailed information for novice cooperating teachers and field supervisors.
- Field Supervisors Guide for 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.

- Coordinator End-of-Semester Checklist - Spring 2021 (Word document)
- Field Supervisor End-of-Semester Checklist - Spring 2021 (Word document)
- Coordinator and Field Supervisor Requirements Timeline - Spring 2021 (Excel)
- 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