This information applies to those teachers wishing to apply for initial CMT appointment.

Dear Prospective Clinical Master Teacher:

Applications for the 2014-2015 Clinical Master Teacher (CMT) appointments should be submitted no later than May 15, 2014 to your building principals. Listed at the beginning of this document was a description of the responsibilities and qualifications of the CMT position that includes the application and selection process. Your principal has forwarded this packet to you because he/she believes that you would be a qualified Clinical Master Teacher applicant and would represent your school and The University of Alabama in a positive manner. To apply for a CMT appointment, you must submit your application/portfolio to your building principal no later than May 15, 2014. The building principal must submit the application/portfolio to The Office of Clinical Experiences by May 19, 2014.

Your application will be reviewed prior to May 31, 2014 by representatives from the College of Education and representatives from the Tuscaloosa City and Tuscaloosa County Boards of Education. CMT reappointments and appointments will be made in early June.

Teachers who are appointed as CMTs should plan to attend a training workshop on July 31, 2014. Additional details concerning the training workshop will be forwarded to the appointed CMTs.

Should you have any questions, please do not hesitate to contact my office.

Sincerely,

Yolandia Eubanks
Director, Field Experiences
CLINICAL MASTER TEACHER
RESPONSIBILITIES AND QUALIFICATIONS

Under traditional methods of supervision, teacher interns are assigned to a cooperating teacher and a supervisor. The cooperating teacher is present almost constantly and the supervisor makes at least six observations in a full semester placement. Under this system there is a tendency for cooperating teachers to defer to the college supervisor, even though the cooperating teacher sees the teacher interns more frequently.

Clinical Master Teachers (CMTs) are elementary, middle school, and secondary school teachers selected to participate in an innovative intern (student teacher) supervisory program. CMTs are unique because they combine the roles of college supervisor and cooperating teacher and work in teams of four to six members to cooperatively supervise interns. CMTs cannot defer to the college supervisor since there is none. They must fulfill both roles. Professors do not observe teacher interns; rather, they work with CMTs to support their efforts with teacher interns. CMTs are appointed as adjunct faculty to the college and are considered school-based faculty. They are paid $250 per semester per full semester intern placement / $125 per semester per half semester intern placement and are entitled to a variety of University benefits.

RESPONSIBILITIES

Because CMTs combine the roles of cooperating teacher and college supervisor, they take full responsibility for supervising teacher interns, completing all paperwork and recommending a final grade for the teacher interns. University coordinators and liaisons are available to consult with and assist CMTs when requested.

To prepare for the total responsibility of supervision, newly appointed CMTs are required to attend a summer training session held at The University of Alabama. They are expected to attend additional training sessions that may be scheduled throughout the year. In addition, all CMTs will be required to attend a renewal workshop every three years.

The CMT team is expected to meet every two weeks with the University liaison. The meetings may be held during the school day or after school; meetings are scheduled at the convenience of the CMT team. At the biweekly meetings, CMTs discuss the progress of their teacher interns and any problems they are having. The team can then suggest actions to be taken. Informal minutes from each CMT meeting are forwarded to the University coordinator or liaison. All members of the team are expected to observe and critique all interns assigned to the team at least once. The observation may be done via videotape.

CMTs are expected to plan and take turns conducting seminars for their team's interns on topics of general interest such as teaching strategies, new Alabama courses of study, Attention Deficit Disorder, management or discipline, professional organizations, etc. Readings may be assigned to teacher interns and reviews and reactions shared at teacher intern meetings.
APPLICATION AND SELECTION PROCESS

Clinical Master Teacher Minimum Qualifications:

- five years teaching experience;
- M.A. degree and valid Alabama teacher certification;
- two semesters of successful teacher intern supervision with a college supervisor,
  **verification of supervision is required from the teacher intern's home institution**, if the teacher intern was not enrolled at The University of Alabama;
- the ability to work with a minimum of supervision and as a good team member;
- recognition as an exemplary teacher who is aware of and uses a variety of appropriate teaching strategies and demonstrates leadership and lifelong learning in their profession (for example, yearly evaluations, teaching awards, professional development workshop participation, etc.);
- when applicable, successful supervision of clinical experience students (other than teacher interns);
- capability to provide constructive critiques of teaching within a positive context; and
- willingness to work cooperatively with Office of Clinical Experiences, the CMT coordinator, and the CMT liaison assigned to the CMT Program.

Clinical Master Teacher Application Process:

Submit a portfolio, containing but not be limited to:

- Complete attached cover page;
- Personal Teaching philosophy and how it supports the teaching philosophy as advocated by the College of Education (The College of Education prepares practitioners who understand the purposes of education and have the ability to engage in the ongoing processes of reflection and dialogue that lie at the heart of socially-responsible, theoretically-informed, and research-based effective practice);
- Resume / Vita (should include leadership at school, district, state, or national level; workshops and conference presentations and attendance; service organizations, contributing articles to professional journals; professional book studies; highest degree earned; teacher certification);
- Two (2) letters of recommendation, one must be from the current school principal or current assistant principal (letter from school administrator should include support of your plan for high academic standards for yourself, your students, and your interns and willingness to commit the extra time and effort required of the CMT position), and second letter maybe from a co-worker, University faculty, parents of students, University student, etc.; and
- Evidence of best practices or creative and effective teaching (may include classroom photos, student work, letters from parents, co-workers and/or supervisors, etc.)

The portfolio and other documentation will be reviewed/evaluated by an appointment committee.
Please print or type.

NAME: ________________________________________________

SCHOOL: ________________________________________________________________________________________

GRADE / SUBJECT: ________________________________________________________________________________

Home Address: ____________________________________________________________________________________

______________________________________________________________________________________________

Home Phone Number: ____________________________

School E-mail Address: ____________________________
(Please enter in all upper case, unless your email is case sensitive.)

Home E-mail Address: ____________________________
(Please enter in all upper case, unless your email is case sensitive.)

Degrees and/or certifications earned:

University / College        Degree / Certification        Date
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Principal Signature and Date: ____________________________

(Include completed cover page in portfolio.)