Dear Prospective Clinical Master Teacher:

New applications for the 2016-2017 prospective Clinical Master Teacher (CMT) appointments should be submitted no later than April 25, 2016, to your building principals. Included in this document are a description of the responsibilities and qualifications of the CMT position and application and selection process. Your principal has forwarded this packet to you because he/she knows you meet the minimum requirements of a Clinical Master Teacher applicant and believes you 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 April 25, 2016. The building principal must approve and submit the application/portfolio to The Office of Clinical Experiences by April 29, 2016.

Your application will be reviewed in May by representatives from the College of Education and representatives from the Tuscaloosa City and Tuscaloosa County Boards of Education. CMT reappointments and new CMT appointments will be made in May.

**Teachers who are appointed as new CMTs should plan to attend a training workshop on August 4, 2016.** Additional details concerning the training workshop will be forwarded to the appointed CMTs at a later date.

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

Sincerely,

Tammy C. Brown
Director, Field Experiences and Clinical Practice
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 early childhood, elementary, middle school, and secondary school teachers properly certified for his/her present assignment and 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. Supervisors 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 full semester placement / $125 per half semester placement and are entitled to a variety of University benefits.

RESPONSIBILITIES

Because CMTs combine the roles of cooperating teacher and college supervisor, each CMT takes full responsibility for supervising teacher interns, participating in mandatory training, completing all paperwork in LiveText, and recommending a final grade for the teacher interns. University coordinators and liaisons are available to consult with and assist CMTs and CMT Teams when requested.

To prepare for the total responsibility of supervision, newly appointed CMTs are required to attend a training session held at The University of Alabama. In addition, all CMTs will be required to attend a renewal workshop every three years.

The CMT team at each school 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.

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.
Clinical Master Teacher Minimum Qualifications:

- five years teaching experience;
- National Board for Professional Teaching Standards certification that is appropriate to present assignment OR properly certified at the Class A level for present assignment;
- two semesters of successful teacher intern supervision collaborating 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 collaboratively with a team and under minimal supervision;
- recognition as an exemplary mentor teacher who is aware of and utilizes a variety of appropriate, research-based 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);
- capable of providing constructive critiques of teaching within a positive context; and
- willingness to cooperate and work collaboratively with the Office of Clinical Experiences, the CMT coordinator, and the CMT liaison assigned to the CMT Team.

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 the second letter may be from a co-worker, University faculty, parents of students, University student, etc.; and
- Evidence of best practices and/or creative and effective teaching (may include classroom photos, student work, letters from parents, co-workers and/or supervisors, etc.)
2016 – 2017 NEW CLINICAL MASTER TEACHER APPLICATION

Cover Page

Please print or type

NAME: ____________________________________________

TEACHER CERTIFICATION NUMBER (TCH): ________________________________

(log in to https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx to search and retrieve your TCH Number)

SCHOOL: ________________________________________________

GRADE / SUBJECT: _____________________________________________

Home Address: _______________________________________________

___________________________________________________________

Home/Cell Phone Number: ___________________________________

School E-mail Address: _______________________________________

(Please enter in all upper case, unless your email is case sensitive.)

Personal E-mail Address: _____________________________________

(Please enter in all upper case, unless your email is case sensitive.)

Degrees and/or certifications earned:

<table>
<thead>
<tr>
<th>University / College</th>
<th>Degree / Certification</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Principal’s Signature: __________________________________ Date: __________

(Include completed cover page in portfolio.)

3/31/2016