

Supervisor Guidebook

The University of Alabama
College of Education
Office of Clinical Experiences
2023-2024

ROLES & RESPONSIBILITIES

As a supervisor, you serve as an overseer for teacher candidates in field placements and internship as well as a liaison between the College of Education and cooperating/mentor teachers and CMTs and assist and evaluate teacher candidates.

Supervisor Qualifications:

Hold or have held licensure in supervision area.

Demonstrate contemporary P-12 experience.

Have a Master's degree.

Supervisor Role & Responsibilities:

Attend program-specific orientation meetings or workshops.

Conduct an introductory meeting with teacher candidates that includes distributing and reviewing internship requirements.

Assist OCE with solving conflicts/problems between teachers and candidates.

Assisting cooperating teachers/CMTs with documentation in SLL.

Communicating between OCE, schools, and teacher candidates.

If problem occurs in a school between a teacher candidate and CMT/Cooperating teacher, contact OCE immediately.

Observe and give feedback through formal evaluations and record in SLL.

Conference with student and teacher about CPAST/ELEOT or other documentation.