

ADMINISTRATIVE CIRCULAR NO. 8
Office of the Department of Teacher Preparation and Support

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 1, 2021

To: All School Principals and Vice Principals, Area Superintendents, Division and Department Heads, Certificated Staff

Subject: STUDENT TEACHING PROGRAM

Department and/or

Person concerned: Site Administrators or designee coordinating student teacher placements

Due Date: Immediate Distribution

Reference: Administrative Circular 5, 2018; Administrative Procedure 7238; Board Policy K-9500; Education Code Section 44320; CTC Preliminary Multiple and Single Subject Credential Program Standards

Action Requested: Identify, select and recommend site teachers to serve as District-Employed Supervisors/Guide Teachers in the supervision of university students enrolled with colleges/universities with a current agreement with the district. Collaborate with Teacher Preparation and Support in the approval and matching of student teachers with site potential master teachers. Collaborate with college/university to finalize student teacher placement.

Brief Explanation:

The Commission on Teacher Credentialing adopted new Preliminary Multiple and Single Subject Standards for institutions offering teacher preparation programs. To align the district program to the new CTC standards, specifically to Standard 3: Clinical Practice, Section D, a reorganization of the current district program procedures and protocols is in effect beginning with the 2017-18 school year. This is a revision of Administrative Circular 5 based on implementation needs.

1. Originating Office. Teacher Preparation and Support Department: (858) 256-2710.

2. Definitions

- a. **Student Teachers:** College and university students enrolled in a teacher preparation program, who meet all course prerequisites for the **final** student teaching requirements.
 - i. Non-student teaching assignments such as classroom observations, apprentices, course assignments, early field experiences, or pre-student teaching assignments do not fall under the final student teaching

agreements. These requests should follow the site volunteer protocol. These do not require a CTC vetted teacher. Students seeking non-student teaching assignments may be enrolled in colleges or universities who do not have a contractual agreement with the district.

- b. **Guide Teachers:** Permanent full-time district employed teachers who (1) have volunteered to mentor student teachers, (2) have been recommended by their site administrators, (3) hold a **CLEAR** credential in the area they support, (4) have a minimum of three years teaching experience in the credential area of support, and (5) agree to complete any required Commission on Teaching Credentialing (CTC) and university training sessions.
 - c. **College/University Supervisor:** Faculty, and/or program supervisors employed by the college/university assigned to monitor and support student teachers.
3. **Contracts:** The district accepts and places final student teachers from colleges and universities that have approved Student Teaching Agreements with the district.
 4. **Assignments:** Each student teacher is assigned to one or more qualifying district employed guide teachers in elementary or secondary schools. Student teachers are matched with guide teachers in collaboration with the Teacher Preparation & Support Department, site principals, and college/university coordinators.
 5. **Compensation**
 - a. **Guide teachers** may be paid a stipend from the college/university for hosting student teachers. Stipends vary among participating institutions and may change from year to year.
 - b. **Student Teachers** serve without pay, but earn units for the final student teaching experience from the college/university in which they are enrolled.

IMPLEMENTATION

1. **Teacher Preparation and Support Department:** Coordinates the implementation of policies and procedures for placement and supervision of student teachers in district schools.
 - a. Works with site administrators to identify potential qualified guide teachers in areas of high need based on placement requests.
 - b. Contacts site administrator for approval of student teacher placements **prior** to releasing the potential matches to the college/university.
 - c. Completes the vetting process for recommended potential guide teachers to ensure they meet CTC district-employed supervisor teacher requirements.
 - d. Coordinates contractual agreements between the district and the college/universities seeking to place student teachers with district employed staff.
 - e. Coordinates ongoing partner meetings to foster collaboration between the college/university and the district to ensure CTC requirements are aligned in the implementation of the Student Teaching Program.

- f. Provides necessary information to college/university staff, principals/site administrators, guide teachers, and student teachers.
- g. Establishes district employed guide teacher selection guidelines and other program components.
- h. Maintains a current database of approved district employed guide teachers.
- i. Provides site administrators with data of site guide teachers at the beginning of each semester or as needed to verify teacher assignments.
- j. Conducts program improvement survey of all stakeholders: District Administrators, Guide Teachers, University Partners, and Student teachers
- k. Completes annual student teaching program reports.

2. Site Administrator

- a. Works with the Teacher Preparation and Support Department to identify potential district employed guide teachers.
- b. Completes a ***“Confidential Recommendation”*** form to recommend potential guide teachers.
- c. Reviews and confirms the database of guide teachers for their site and provides approval on possible matches between guide teachers and student teachers.
- d. Works with college/university to finalize guide teacher to student teacher matches.
- e. Confers with guide teachers and college/university supervisors.
- f. Ensures that student teachers comply with district procedures regarding volunteer screening.
- g. Supports guide teacher in implementing the Student Teacher Remediation Plan if any concerns arise with the placement
- h. May observe student teachers in the classroom and provide written feedback regarding observation.

3. District-Employed Guide Teachers

- a. Agrees to participate in any university training, as requested, to meet CTC requirements to work effectively with student teachers.
- b. Completes the ***Guide Teacher Guidelines*** that outlines district policies and procedures aligned with CTC requirements for placement and supervision of student teachers in district schools, and submits to Teacher Prep & Support.
- c. Introduces student teacher to faculty, school philosophy, and policies and procedures. Orients the student teacher to the facility and school community.
- d. Provides a professional model for the student teacher by continuously demonstrating effective teaching strategies.
- e. Encourages student teacher to participate in site professional development.
- f. Develops a plan that progresses from observation to increased responsibility for teaching as the student teacher demonstrates enhanced skills in delivering the curriculum.
- g. Observes the student teacher, provides oral and written feedback and regularly meets with the student teacher to debrief observations.

- h. Regularly informs administrator and college/university supervisor of student teacher's progress.
- i. Initiates the *Student Teacher Remediation Plan* by communicating to the university supervisor any concerns that may arise with the placement.
- j. Completes and submits documentation and evaluations as required by the college/university.

4. College/University

- a. Contacts Teacher Preparation and Support Department, as its initial point of contact to request student teacher placements in the district.
- b. Initiates discussion regarding student teaching placement needs 4-6 weeks prior to the beginning of each term.
- c. Works with and uses the district employed staff matches of approved guide teachers, provided by Teacher Preparation and Support, for potential student teacher placements.
- d. Collaborates with site administrators to finalize student teacher placements using the potential matches provided by Teacher Preparation and Support.
- e. Assigns a university supervisor to work with the student teacher and district employed guide teachers in district schools.
- f. Notifies the guide teacher of the confirmed placement and provides relevant program and university training information.
- g. Notifies the student teacher of the confirmed placement.
- h. Submits a *Notification of Student Teacher Placement Form* to Teacher Preparation and Support each term of all placements made in district schools.
- i. After completion of each term, makes stipend payments directly to the district employed guide teacher.

5. College/University Supervisor

- a. Works in concert with district employed guide teachers and site administrators in the supervision of student teachers.
- b. Communicates regularly with guide teachers to discuss student teacher progress.
- c. Monitors the quality of the match between student teachers and guide teachers and notifies the site administrator and Teacher Prep if there is a mismatch.
- d. Provides site administrators and guide teachers with necessary information about student teachers, assignments, instructions, and student teacher evaluation forms.
- e. Provides regular written and oral feedback as specified in college/university guidelines to each student teacher about his/her progress and informs the guide teacher about the nature of this feedback.
- f. Develops and monitors a remediation plan for the student teacher once a guide teacher raises concerns about the placement.
- g. Completes a written evaluation of each student teacher at the end of the semester; assigns grades to student teacher(s)

Originating Manger

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APPROVED

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Attachments (5)

1. [Administrator Confidential Recommendation](#)
2. [Student Teacher Placement Protocol](#)
3. [Guide Teacher Guidelines](#)
4. [Notification of Student Teacher Placement Form](#)
5. [Non-Student Teaching Requests: Site Observation/Volunteer](#)
6. [Student Teacher Remediation Plan](#)