



PROSPECTIVE ELEMENTARY COOPERATING TEACHER COMMITMENT FORM

Thank you so much for your interest in helping to educate our future music teachers! Below is an excerpt from the Cooperating Teacher Reference Guide. It details the responsibilities of a mentor.

COOPERATING TEACHER ROLES AND RESPONSIBILITIES

1. Advisor – observe the Student Teacher in teaching situations and offer direction to him/her in order to enhance professional growth.
2. Cheerleader – provide a safe place for the Student Teacher to try out ideas, knowing that some of these ideas will fail. A good mentor cannot be too territorial!
3. Communicator – keep lines of communication open at all times with the Student Teacher and the University Liaisons.
4. Counselor – provide emotional support when needed.
5. Guide – orient and acquaint your Student Teacher with the formal and informal norms of the school system.
6. Model – serve as a true role model by consistently demonstrating professionalism and effective teaching practices.
7. Colleague – address your student teacher as a co-teacher with the students. Provide him or her a desk and materials to use. Introduce him or her to school and district personnel.
8. Protector – act as a buffer between the Student Teacher and those in and around the school system who might want to detract from the beginner's performance.
9. Skill developer – place your Student Teacher in the primary teaching role *as soon as possible in every class available* in order to allow him/her time to develop necessary skills and assume maximized responsibility. Sit down with your Student Teacher weekly to develop lesson plans for the following week, using the required templates.
10. Feedback provider – provide daily written and/or oral response to your Student Teacher concerning performance in the classroom.
11. Evaluator – complete all evaluation forms by the deadlines detailed in the Cooperating Teacher Reference Guide.

12. Supporter – support the Student Teacher in following the procedures that have been established by the university.

IMPORTANT NOTES:

1. Students are requested to return after their assignment is over and finish any outstanding rehearsals for performances for which they are needed, within reason. This is arranged on an as-needed basis.
2. Special arrangements may be made to extend the Student Teacher’s time at one of the sites under certain conditions. The reasons must be clearly beneficial for the student, such as an opportunity to conduct on a concert. Please contact Music Education Coordinator Darla Meek for more information.
3. **The Texas Education Agency now requires all mentors to complete training.** Please complete the ELEMENTARY MENTOR TRAINING FORM and read the Cooperating Teacher Reference Guide thoroughly. Indicate that you have completed your training in your TK-20 binder. Instructions for how to do this will be emailed to you from Jill Woodruff, TK-20 Coordinator.

Thank you for sharing your expertise with our students!