Minnesota State University, Mankato

University Supervisor Qualifications and Expectations

Prerequisite Education and Experience:
- Master’s degree, specialized licensure or other special preparation or experience (provide justification) in education, curriculum/instruction, professional development, educational leadership, or related area.
- Minimum of three years documented successful experience in P-12 teaching.

Knowledge, Skills and Abilities Required to Perform Duties and Responsibilities:
- Demonstrated effectiveness in observing, coaching, mentoring, and assessment of teacher candidate performance
- Knowledge and documented experience in the co-teaching model and edTPA (Teacher Performance Assessment)
- Experience with educational technology
- Organizational and time management capabilities

Expectations of Supervisors
- Complete the following New Teacher Center Professional Learning Series mentor trainings:
  - PLS #1: Instructional Mentoring (2 days)
  - PLS #2: Observing and Conferencing (2 days)
- Participate in other professional development sessions
- Co-plan and/or facilitate one seminar with other supervisors for teacher candidates per semester
- Attend Seminars with teacher candidates (3-4 per semester)
- Conduct observations and follow-up reflective conversations with teacher candidate as described in the Teacher Candidate Handbook
- Conduct joint midterm and summative evaluations with teacher candidates and mentor teachers
- Utilize the online Collaborative Assessment Log to facilitate mentoring and data collection
- Monitor the progress and submission of the edTPA
- Attend Teacher Candidate Support Network (TCSN) meetings
- Assist candidates as they complete required evidence documents and then evaluate the documents:
  - Lesson Plans
  - Reflective Journals
  - edTPA T charts as required