



LOCAL SUPPORT TEACHER INFORMATION FORM

Local Support Teachers are dedicated professionals who work closely with University Supervisors to help Paid Interns become successful teachers by providing supervision, guidance, and instruction as described in the District and/or School Administration Responsibilities of the Paid Internship Agreement, can be reviewed at this link <https://www.csuchico.edu/soe/more/internship-information.shtml> under Required Documents/Forms.

Paid Intern Name: _____

Student ID: _____

LST Responsibilities:

1. Meet with the intern and University Supervisor at the beginning of the semester to create a cooperative plan for fulfilling each party's responsibilities.
2. Support the intern a minimum of two hours per five instructional days and a minimum of 72 hours each academic term in a variety of content areas, as verified on the **Intern Requirement Checklist** can be reviewed at this link <https://www.csuchico.edu/soe/more/internship-information.shtml> under Resources. This plan should include a schedule of:
 - a. classroom visits and observations,
 - b. conferences with intern (and with University Supervisor when requested), and
 - c. other training.
3. Provide an additional 23 hours of support each academic term regarding English learners, if required this is in addition to the 72 hours of support required each academic term; see **Intern Requirement Checklist**.
4. Schedule additional time with the intern as needed. Be available to provide assistance and answer the intern's questions.
5. Understand the aims, structure, and procedures of the professional education program.
6. Demonstrate willingness to work with School of Education faculty via orientation sessions, three-way conferences, and ongoing communication.
7. Introduce the intern to members of the local school community and acquaint the intern with school regulations and procedures.

Local Support Teacher (LST) Name: _____

Must have a least three years of teaching experience and a clear credential.

LST School Site Email: _____

Phone: _____

Current grade level assignment: _____

Years at this level: _____

Current subject matter assignment: _____

Total years of teaching experience: _____

District Name: _____

School Site Name: _____

LST's Principal Name: _____

Email: _____

Credentials/Certificates held (check all that apply):

Preliminary credentials are not permitted nor do they qualify for a Local Support Teacher. Please attach a copy of LST credentials when submitting the form

Multiple Subject

Single Subject Subject Area(s): _____

Education Specialist Mild/Moderate Moderate/Severe Other:

English Learner (EL) Authorization type: _____

CTC Credential Document Number(s): _____

Supplementary or Subject Matter Authorization(s): _____

Is your credential Clear/Life? Yes No

Highest degree held: Bachelor's Master's Doctorate

Have you previously served as a Local Support or Cooperating Teacher? Yes No

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I have read and agree to fulfill the Local Support Teacher Responsibilities as outlined in the Paid Internship Agreement (<https://www.csuchico.edu/soe/more/internship-information.shtml>) and as detailed above.

Submit document button:

*(Please remember to attach a copy of the LST credentials
If the submit button doesn't function appropriately, please
email to credentials@csuchico.edu)*