



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](#).

Please complete this form and return to the prospective intern candidate.

Local Support Teacher (LST) Name: _____

Must have a least three years of teaching experience.

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](#). 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 as needed.
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. Write and submit at least two observation reports of the intern's teaching during each semester of the internship. Require written lesson plans; discuss and approve plans before the observed lessons are implemented.
6. Understand the aims, structure, and procedures of the professional education program.
7. Demonstrate willingness to work with School of Education faculty via orientation sessions, three-way conferences, and ongoing communication.
8. Introduce the intern to members of the local school community and acquaint the intern with school regulations and procedures.

District Name: _____

School Site Name: _____

School Site Email: _____ Phone: _____

Current grade level assignment: _____ Years at this level: _____

Current subject matter assignment: _____

Total years of teaching experience: _____

Credentials/Certificates held (check all that apply):

Preliminary credentials are not permitted nor do they qualify for a Local Support Teacher.

- Multiple Subject
- Single Subject Subject Area(s): _____
- Education Specialist Specialization: _____
- 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

Please describe your previous supervision experience, if any:

=====

Paid Intern Name: _____

I have read and agree to fulfill the Local Support Teacher Responsibilities as outlined in the Paid Internship Agreement and as detailed above.

Signature: _____

Date: _____