PROGRAM SUPERVISOR FAQs

Where can I find all things supervision? Meaning, where can I access information, forms, and tutorials pertaining to my role as a program supervisor?

The Supervision Toolbox is a one-stop-shop webpage for supervisory information, forms, and tutorials to support SOE supervisors and credential candidates throughout the semester. The webpage consists of three blocks of information; 1.) Handbooks and Rubrics, 2.) Credential Program Forms for SOE Supervisors, and 3.) Credential Program Forms for Candidates.

Where can I access examples to use as references?

Examples of lesson plans, CORE observation forms, and other supervision documents can be located in Box. Upon hiring, program supervisors will be given links to the secure folders for access.

How can I norm my use of the CORE rubric for observations of teaching?

Program supervisors will participate in a norming exercise at the start of each new academic year. Typically, required start-up workdays are held on the Thursday and Friday of the week before the official start of each academic year. Program supervisors can refer to the campus calendar for the most up-to-date information on required workdays. Additionally, the following sites provide resources to support program supervisors in conducting effective classroom observations.

TNTP Classroom Observation Protocol
TNTP Core Observation Guide

Is it possible to have a mentor since I am a new program supervisor?

Yes! School of Education Program Coordinators will assign a mentor to each new program supervisor in their credential pathway to support them in their first semester working as a supervisor. If you are new and have not been assigned a mentor, please contact your program coordinator.

How can I stay on track with timelines and paperwork?

Program supervisors can stay on track with timelines and paperwork by following the suggested timeline for each program described on the Supervision Roadmaps. Supervision Roadmaps are located in the second block of information on the Supervision Toolbox webpage.

Is there a way to receive ongoing support?

Yes! Program supervisors are always invited and encouraged to attend all unit and pathway team meetings. Supervisors are required to attend supervisor meetings to receive important information, ask questions, and share concerns. In addition, we encourage collaboration with fellow faculty members at any time. Questions, depending on appropriateness, should be addressed to: placement coordinator, clinical practice coordinator, program coordinator, teaching faculty, or SOE office staff.

What is the requirement for letters of recommendation?

Program supervisors are required to provide a letter of recommendation for all of their program finishers. Most supervisors provide their letters to candidates at the end of the PII placement, once the solo/lead teach has been successfully completed. The exact timing of providing the letter is up to the program supervisor. For example, due to early application deadlines for hiring, a program supervisor may provide the candidate a letter before the solo/lead teach occurs but after all of the formal observations have been completed. A copy of the letter must be included with final paperwork for all finishers. If a supervisor chooses to provide a letter for candidates earlier in the program, such as at the completion of the PI placement, they can choose to do so, but they are not required to do so.

Where do I submit all of my completed paperwork?

Box Drive is a platform used for secure cloud-based content management, collaboration, and file sharing. Program supervisors will utilize [Box Drive](#) to upload all completed documents related to their candidates' clinical placement experiences. This includes all observations, evaluations, and additional forms related to the clinical practice experience. Tutorials and orientations for Box Drive can be found in the [Supervision Toolbox](#) on our website.

Where do I refer candidates to get all of the information they need for their clinical placement experience?

Candidates can locate required clinical practice paperwork in the second block of information on the Supervision Toolbox webpage. They can also refer to their program handbook for information, which is located in the first block of information on the Supervision Toolbox webpage.

How do traditional candidates, interns, and residents differ?

Traditional candidates are enrolled in a teacher preparation program and are assigned at least two placements where they complete all of their clinical practice field work. Interns are employed at a school site as the teacher of record while they are enrolled in a teacher preparation program completing credential program requirements. Residents are credential candidates who remain at one site in one classroom placement for their entire clinical practice experience.

What is my role working with District-Employed Supervisors (DES)?

Your role is to act as a liaison between the School of Education and the clinical placement site and DES. It is recommended you check in regularly with your DES, for example, by sending bimonthly emails and/or including them on emails sent to candidates. This will ensure they are

informed and feeling supported in their role. You may be asked to provide information, answer questions, or simply offer support to the DES in their role as a mentor and coach.

What is GoReact?
GoReact is an interactive, cloud-based platform supervisors will utilize to watch video submissions of lessons, uploaded by their candidates, then provide specific feedback as it relates to the TPEs and candidate dispositions. Program supervisors will participate in a GoReact training at the start of each new academic year to learn how to login to the site, enroll their assigned candidates, navigate the site, and utilize the various GoReact tools. Typically, program supervisors utilize GoReact for two of the six required observations each semester.

What is the TPA?
In addition to coursework and clinical practice assessments in each program, the CTC requires candidates to submit and pass an approved performance assessment prior to being recommended for a Preliminary Teaching Credential. The TPA, or Teaching Performance Assessment, requires that candidates demonstrate how they will plan, instruct, assess, and reflect on real lessons as a teacher. Candidates receive instruction and support for the TPA in program courses. However, as a program supervisor, you are also required to support candidates in completing their TPA as it relates to their field placement. CalTPA provides [guidelines for acceptable support](#) along with policies and faculty resources on the California Commission on Teacher Credentialing [CalTPA](#) webpage.

How can I learn about candidate progress in their University courses?
Attendance at Program Pathway team meetings provides an opportunity for program supervisors to learn about candidate progress in University courses. At any time, however, program supervisors can contact program coordinators and/or program faculty to obtain this information.

Where can I report to other faculty my concerns about a candidate?
Attendance at Program Pathway team meetings provides an opportunity for program supervisors to discuss concerns about a candidate's progress in the field. At any time, however, program supervisors can contact program coordinators and/or program faculty to share this information. It may be necessary to institute a Candidate Improvement Plan. If that is the case, program supervisors will work directly with program coordinators to begin the process.

Is attendance at School of Education meetings, program pathway team meetings, and supervisor meetings required for program supervisors?
Attendance for program supervisors at School of Education meetings and Program Pathway team meetings is encouraged but not required. Attendance for program supervisors at supervisor meetings is required.

How will my professional practice be evaluated as a Program Supervisor?
Program supervisors will be evaluated on their overall effectiveness using feedback from periodic temporary faculty reviews and survey results gathered from teacher candidates and district-employed supervisors. The [SOE PPP](#) describes the procedures guiding temporary

faculty reviews, and the [supervisor survey](#) provides an introduction to the survey along with the questions asked of respondents.