



Administrative Procedure 429

PRACTICUM TEACHING

Background

The District is committed to supporting quality teacher education. To this end it encourages cooperation with teacher education institutions, authorizes the placement of practicum teachers within schools in the District and will contribute to the administration of the teacher education programs offered within the District.

While practicum teachers need the flexibility and the opportunity to learn, it is recognized that the education of the students in the class shall be of primary importance.

Procedures

1. Administration and Staff
 - 1.1. Practicum teachers shall not be used as teachers on call. Where the school advisor is absent from teaching duties and/or supervision duties, a teacher on call shall be provided and shall be responsible for the day's classes.
 - 1.2. Practicum teachers shall be assigned only to teaching experiences for which they have specific training and/or background.
 - 1.3. Legal responsibility for student supervision, individual safety and classroom organization remains with the classroom teacher during a practicum teacher's practica.
 - 1.4. School advisors shall be held responsible for overall classroom management routines, instructional strategies, assessment, evaluation, and all other such duties and responsibilities as they relate to the classroom students.
 - 1.5. No practicum teacher shall assume teaching responsibility for a class without plans for instruction approved by the school and faculty advisors.
 - 1.6. Matching practicum teachers and school advisors will be a collaborative process involving the teacher, practicum teacher, school administration, District staff, and a representative from the educational institution.
 - 1.7. In cases where a practicum teacher's assignment needs to be adjusted, this will be done so in collaboration between the practicum teacher, the participating school advisor(s) and faculty advisor(s).

2. Selection of School Advisors

- 2.1. The principal shall work with District staff to liaise with teacher education institutions and facilitate teacher education experiences.
- 2.2. School advisors are to have the equivalent of three (3) years fulltime teaching experience.
- 2.3. Teachers shall be given the opportunity annually to indicate their interest to their principal in being a school advisor or school coordinator.
- 2.4. A teacher who assumes the role of school advisor is strongly encouraged to attend in-service sessions as required to provide effective supervision and feedback for practicum teachers.

Reference: Sections 17, 20, 22, 65, 85, 87 School Act
University Act
School Regulation 265/89

Adopted: November 16, 1981
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