SCHOOL of EDUCATION
Field Supervisor (DES) Recruitment, Selection and Evaluation
Cooperating Teachers and Administrative Mentors

**Recruitment**

*Because SOE Field Supervisors are not paid and are not Cal Poly employees, there is not an HR position or application for employment.*

Prospective field supervisors connect with the Program Coordinator to express interest via an online survey, email, or personal contact.

**Application**

Program Coordinators evaluate all prospective field-based supervisors for qualifications required by CTC accreditation and/or other policies, including appropriate credentialing, years of experience and appropriate school site.

SOE Staff obtains or verifies an existing MOU agreement with the district.

**Qualifications & Selection**

Program Coordinators collaborate with the Clinical Practice Coordinator to consider the optimum pairings of field-based supervisors and educator candidates.

A draft list of pairings is provided to school and/or district leadership for feedback and approval. A copy of the signed MOU is also sent to remind leaders of obligations.

Field supervisors receive onboarding training and are made aware of expectations for their role and maintaining qualifications to support candidates.

All SOE candidates have opportunities to give feedback or express concerns about clinical experience and their supervisor(s) through multiple evaluation measures.

**Training, Support & Evaluation**

All Field Supervisors (DES) in all Programs

**ADDITIONAL EFFORTS INCLUDE:**
- SOE CT Recruitment Video
- CT Roadshow Materials

District leaders are encouraged to recruit and recommend field supervisors by sharing these materials with their staff.

Prospective CT’s complete the ‘Interest Survey’ indicating their excitement for working with candidates and their skills aligned to our Clinical Practice experience model and needs.

The selection and placement process considers prospective CT instructional practices, delivery models used, readiness to coach a candidate on current best practices and TPEs, culturally diverse settings, and any recommendations from administrators or evaluations from previous service as a CT.

Candidates are placed with CTs according to the SOE Placement Policy, which considers exposure to educationally appropriate and culturally diverse settings.

An excess of 10 hrs of training and resources include:
- Onboarding Module
- Handbook Appendix for CTs
- CT Resource Webpage
- Co-Teaching Newsletter and Workshops
- and other opportunities funded by grants.

Evaluations include:
- Quarterly Class Climate Survey for Clinical Practice courses
- Completer Survey (with campus specific questions) and Completer Focus Group.

**Cooperating Teachers (MSTEP, SSTEP, SPED, AgED)**

**ADDITIONAL EFFORTS INCLUDE:**
- SOE CT Recruitment Video
- CT Roadshow Materials

Prospective Field Supervisors often support a candidate’s application to Cal Poly (via references or letters of support). The Program Coordinator connects with the administrator for a prospect interview to ensure that the administrator is a good fit to serve in the capacity of Administrative Mentor.

Candidates are placed with Administrative Mentors according to the SOE Placement Policy.

ELAP Candidates are typically placed with Administrative Mentors at their current worksite, when available.

Training and resources include:
- Welcome Letter with expectations, onboarding conversation with SOE ELAP Lead University Supervisor and Program Coordinator, Fieldwork Manual and checklists.

Evaluations include:
- Completer Survey and Completer Focus Group.

**Administrative Mentors (ELAP)**

**ADDITIONAL EFFORTS INCLUDE:**
- Announcements and presentations to Superintendents Council.
- ELAP Candidates identify potential Administrative Mentors at their current worksite, when available.

Candidates are placed with Administrative Mentors according to the SOE Placement Policy.

ELAP Candidates are typically placed with Administrative Mentors at their current worksite, when available.

Training and resources include:
- Welcome Letter with expectations, onboarding conversation with SOE ELAP Lead University Supervisor and Program Coordinator, Fieldwork Manual and checklists.

Evaluations include:
- Completer Survey and Completer Focus Group.