

Master Teacher: Roles and Responsibilities

Master Teachers (MTs) are similar to traditional cooperating teachers as they have students placed in their classrooms. Master Teachers support interns as they co-teach together for the school year. Master Teachers have a single intern to mentor and guide throughout the clinical placement. The list below highlights some of the main responsibilities of the MTs but is not exhaustive. Master Teachers may have other duties as they arise.

Master Teacher Responsibilities	
Fall Semester	Communicate with your intern about setting up the classroom and the beginning of the school year
	Complete the mandatory MEES Evaluation Tool training
	Complete the mandatory Co-Teaching training
	Explain the why behind why you do what you do
	Involve your intern in the lesson planning process. Communicate lesson plans to your intern.
	Share curriculum resources with your intern
	Communicate regularly with your intern, designating a time at least once a week to discuss progress, provide feedback, answer questions, and provide suggestions for growth.
	Formally observe your intern teaching at least two times.
	Following formal observations, communicate with intern scoring on MEES rubric
	Participate in regular reflections using the format determined by your TiR
	Communicate with your TiR and Coordinators about your intern's progress, challenges, and recommended grade
Spring Semester	Co-teach with your intern, allowing him or her to take risks, reflect, and grow while you provide support. Guide your intern rather than taking a sink or swim approach.
	Ensure interns have the opportunity to do all aspects of teaching throughout the year: Small group instruction, whole group instruction, parent communication, planning, assessing, analyzing data, IEP meetings, etc.
	Assist your intern in completing the Competency Card
	Continue items listed for Fall Semester (excluding Competency Card)
	Observe your intern teaching at least 2 times using the MEES Evaluation Tool
Following formal observations, communicate with intern scoring on MEES rubric	
Communicate explicitly with interns regarding expectations, progress, opportunities for growth, and feedback	
Complete TaskStream submissions before the end of the semester	