

Teacher in Residence: Roles and Responsibilities

Teachers in Residence are partner school district teachers who are also per course faculty for MSU. Teachers in Residence are key in connecting the university with the partner school as they are the primary MSU contact for interns, MTs, and other educators in the school. The list below highlights some of the main responsibilities of the TiRs but is not exhaustive. Teachers in Residence may have other duties as they arise.

Teacher in Residence Responsibilities	
Summer	Communicate with interns regarding district required paperwork, beginning of school year information, and any other necessary information
	Participate in planning with the Stakeholder Team providing input critical to the decision making process
	Participate in MEES Evaluation Tool and Co-Teaching Training
	Coordinate intern participation in new teacher orientation or alternative on-boarding program approved by program coordinators
Fall Semester	Communicate important information to interns, Master Teachers, and principals
	Coordinate building level communication
	Coordinate intern attendance at new teacher orientation or alternate onboarding approved by IA coordinators
	Keep a record of intern absences and subbing
	Observe interns teaching at least two times.
	Following formal observations, communicate with intern scoring on MEES rubric
	Communicate explicitly with interns regarding expectations, progress, opportunities for growth, and feedback
	Facilitate regular reflections with interns and feedback from MTs
	Guide interns through the Integrated Unit including each section, checkpoints, submission, grading, and TaskStream
	Communicate with Coordinators regarding progress, challenges, and recommended grade for interns.
	Participate in planning with the Stakeholder Team, providing input critical to the decision making process
	Assist interns in completing the Competency Card
Meet face to face at least monthly and proactively communicate with interns regularly	
Spring Semester	Continue items listed for Fall Semester (Excluding Integrated Unit)
	Observe interns teaching 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
	Participate in Roundtable Placement Event providing input critical to the placement process
	Communicate placements to Coordinators
	Reach out to new interns
	Complete TaskStream submissions before the end of the semester
Assist MTs in completion of TaskStream submissions	