

## **PRE-SERVICE 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 pre-service teachers within schools in the District and will contribute to the administration of the teacher education programs offered within the District.

While pre-service 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. Pre-service teachers shall not normally be used as Teachers Teaching on Call (TTOC). Where the pre-service mentor teacher is absent from teaching duties and/or supervision duties, a TTOC shall be provided and shall be responsible for the day's classes.
- 1.2. Pre-service 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 pre-service teacher's practical.
- 1.4. Pre-service mentor teachers 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 pre-service teacher shall assume teaching responsibility for a class without plans for instruction approved by the Pre-service mentor teacher.
- 1.6. Matching pre-service teachers and pre-service mentor teachers will be a collaborative process involving the teacher, pre-service teacher, school principal, District staff, and a representative from the educational institution.
- 1.7. In cases where a pre-service teacher's assignment needs to be adjusted, this will be done so in collaboration between the pre-service teacher, the participating pre-service mentor teacher(s) and a representative of the educating institution.
- 1.8. In secondary schools, an effort will be made to decrease the probability that a classroom student will have more than one pre-service teacher.

#### **2. Selection of Pre-Service Mentor Teachers**

- 2.1. The Principal shall work with the Director of Student Learning and Innovation to liaise with teacher education institutions and facilitate teacher education experiences. The

Director of Student Learning and Innovation has the final authority regarding the selection of pre-service mentor teachers

- 2.2. Pre-service mentor teachers are to have the equivalent of three (3) years full time teaching experience.
- 2.3. Teachers shall be given the opportunity annually to indicate their interest to their Principal in being a Pre-service mentor teacher or school coordinator.
- 2.4. A teacher who assumes the role of pre-service mentor teacher is strongly encouraged to attend in-service sessions as required to provide effective supervision and feedback for pre-service teachers.

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

Approved: August 15, 2021  
Revised: