

APPENDIX E:

SUPERVISING TEACHER INFORMATION AND AGREEMENT

FOR SUPERVISING TEACHER TO COMPLETE: Adult Learner: _____

Name: _____ E-mail Address: _____

School: _____ Telephone Number: _____

1. **Credentials: Submit a Copy of your Montessori Elementary Credential**
2. **Teaching Experience: How many years as a teacher in a 6 - 9 or 9 - 12 classroom? _____**
3. **Approval: Supervising Teacher must be approved by director of MTEC-SFBA.**
4. **Are you willing to provide Adult Learner experiences in the following areas? Yes / No**

I. Knowledge

- 1a. Montessori Philosophy
- 1b. Human Growth and Development
- 1c. Subject matter for each Course Level* **not to exclude:**
 - ◇ Cosmic Education ◇ Peace Education ◇ Practical Life ◇ The Arts
 - ◇ Fine and Gross Motor Skills
- 1d. Community resources for learning

II. Pedagogy – Understands:

- 2a. Correct use of Montessori materials
- 2b. Scope and sequence of curriculum (spiral curriculum)
- 2c. The prepared environment
- 2d. Parent/teacher/family/community partnership
- 2e. The purpose and methods of observation
- 2f. Planning for instruction
- 2g. Assessment & documentation
- 2h. Reflective practice
- 2i. Support and intervention for learning differences
- 2j. Culturally responsive methods

III. Teaching with Grace and Courtesy – As relates to each level, the candidate for certification demonstrates and implements with children/adolescents:

- 3a. Classroom Leadership:
 - preparation & management of the indoor & outdoor environment
 - management: individual & group strategies
 - staff involvement: participation in meetings, establishing team compatibility & problem-solving techniques
- 3b. Authentic assessment:
 - observing & recording – observing, responding/planning, assessing; maintaining records
- 3c. The Montessori philosophy and methods (materials)
 - instruction: design activities; individual & group activities
- 3d. Parent/teacher/family partnership
 - relations among parents, staff, & children
 - family support & community services, parent education, interviews and conferences with parents, and parent meetings; school open house.
- 3e. Professional responsibilities
- 3f. Innovation and flexibility

5. Will you meet once a week to consult with the Adult Learner? **Yes / No**
Will you be able to meet monthly to assess progress in the above areas? **Yes / No**
6. Will you be able to complete the practicum evaluation forms in December, April, & May? **Yes / No**
7. Will you be able communicate to MTEC-SFBA of any difficulties in professional performance of the Adult Learner? **Yes / No**
8. Attendance: Will you be in the Adult Learner's classroom full-time? **Yes / No**
9. How many Adult Learners are assigned to your classroom this year? _____

Signature: _____ Date: _____