

**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 Early Childhood Montessori Credential**
2. **Teaching Experience: How many years have you been a teacher in a 3 - 6 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?
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? _____

Signature: _____ Date _____