

## **Clinical Practice Multiple Subjects Program** **On-Site Liaison Description**

An On-Site Liaison (OSL) is hired to assist with the Multiple Subjects Clinical Practice Program. The On-Site Liaison (OSL) works closely with the CSUSM Clinical Practice Coordinator, the University Supervisor(s), the Cooperating Teachers and the school principal to facilitate a successful Clinical Practice program at the school site each semester. The OSL supports effective co-teaching partnerships between Cooperating Teachers and Teacher Candidates. The OSL is skilled at nurturing and supporting new teachers, providing constructive feedback and working positively with his/her own school site staff and administrators as well as with university coordinators and supervisors. The OSL receives compensation per semester that TCs are placed at OSL's school.

### **Checklist of On-Site Liaison Responsibilities**

- [ ] The OSL attends an initial Co-Teaching Training and follow-up meetings. Once trained, the OSL may choose to collaborate with university faculty in initial and follow-up Co-Teaching Trainings for teachers in their district.
- [ ] The OSL attends OSL meetings at CSUSM held once a semester for all OSLs from partnering schools to obtain timely information, provide feedback and share successful practices.
- [ ] The OSL works with the School Principal to identify Cooperating Teachers (CT). The OSL maintains a table listing the Cooperating Teachers who have been trained in co-teaching and sends update to the Clinical Practice Coordinator. The OSL recruits teachers at the school who would like to be a CT and helps them to register for a Co-Teaching Training.
- [ ] The OSL asks Cooperating Teachers (CT) at the school if they would like a Teacher Candidate in the next semester. The OSL informs the Clinical Practice Coordinator at the university and helps to place Teacher Candidates with CT at the school site by the first week of each CSUSM semester. The OSL communicates these decisions to appropriate individuals.
- [ ] The OSL arranges the "Getting the Partnership Started" Session (GPS) at the beginning of each university semester. The OSL informs all Cooperating Teacher – Teacher Candidate Partners of the time and place for the GPS meeting. The OSL conducts the GPS Session (with the site University Supervisor(s) if possible), using the GPS Session packet as a guide.
- [ ] The OSL communicates with Cooperating Teachers regularly to ensure that the partnerships with the Teacher Candidates are working well. The OSL provides the University Supervisor updates as needed via email, phone or in-person.



## School of Education

- [ ] The OSL collaborates with the University Supervisor to follow Teacher Candidate progress and alerts the University Supervisor to any early signs of a problem as per performance criteria and/or dispositional criteria.
- [ ] The OSL provides information and updates to Cooperating Teachers as needed about the Clinical Practice Program, including review of the Clinical Practice schedule, requirements, assessment procedures, Cooperating Teacher responsibilities and compensation.
- [ ] The OSL periodically meets as a group with the Teacher Candidates (TC) placed at the school during the OSL's lunchtime, providing the TCs opportunities, such as: orientation to the school, meeting the principal, getting information, talking together about what they are learning, etc...
- [ ] The OSL provides guidance and mentorship for Co-Teaching Partners during the Clinical Practice as needed, in particular coaching them in planning for co-teaching. The OSL is available for Co-Teaching Partners when they need to talk or ask guidance regarding co-teaching approaches or the timeline for gradual release of responsibility to the TC.