

**Secondary Education Department  
Responsibilities of the Master Teacher  
in the Secondary Student Teaching Assignment (SED 555)**

More detailed information can be found in Chapter 4 of the Handbook for Secondary Supervised Instruction, Department of Secondary Education, CSU Northridge, at the following web address: [www.csun.edu/educ/sed/student\\_teaching/forms/index.html](http://www.csun.edu/educ/sed/student_teaching/forms/index.html).

In general, the Master Teacher provides the Teacher Candidate with a supportive atmosphere conducive to the development of exemplary teaching practices and advancement of professional growth.

The Teacher Candidate is expected to observe then teach at your school site until the end of your school's semester, regardless of the dates of the end of CSUN's semester and the submission the final Progress Report.

Instructional Guidance

The Master Teacher does the following.

- Is present at all times in the classroom unless the Teacher Candidate is a full-time hired teacher in charge of their own classroom.
- Relinquishes the role of classroom teacher to the Teacher Candidate and never "takes charge" unless a serious problem develops.
- Assists the Teacher Candidate in planning curriculum, lessons, and assessments, and insures the course content follows district and state standards - while supporting the candidate wishing to try different materials and methods.
- Evaluates performance on a daily basis (bi-weekly basis for Emergency Permit teachers) by writing suggestions on lesson plans, keeping a written journal, and/or holding frequent conferences.
- Does not make suggestions nor corrects the student teacher in front of the class or within earshot of the students, unless the destruction of property or safety of students is involved.
- Shares procedures for class management and discipline, but allows the student teacher to try other methods as long as classroom decorum is maintained.
- Is aware of and makes connections to the Conceptual Framework for the CSUN College of Education.
- Redirects students to the student teacher if they come to the Master Teacher for assistance during class.
- Informs the University Supervisor immediately if the student teacher encounters serious problems that do not appear to be improving.
- Completes on-line midterm and a final evaluation form by the scheduled deadlines (Spring 2006 – March 24 and May 19). CSUN must have the master teacher's email address in order to provide the instructions and codes necessary to complete the forms.

Legal Requirements

The Master Teacher, as the teacher of record, is legally responsible for what happens in the classroom, and should:

- Establish a clear understanding of the grading policy. Initially, the student teacher may assign the students' grades. However, the grades must be reviewed and signed by the Master Teacher.
- The student teacher should experience working with parents. However, the candidate is speaking for the Master Teacher, who thus needs to monitor any parent conference closely.

#### When A Problem Arises

- If the student teacher is not demonstrating satisfactory progress, the Master Teacher collaborates with the University Supervisor in developing an assistance plan.
- In the event the student teacher does not fulfill his or her obligations to the students and to the Master Teacher, or if for any other reason, the assignment needs to be terminated, the University Supervisor should be informed prior to the termination.

#### Compensation and Privileges

- The Master Teacher receives an honorarium of \$150.00 per semester. CSUN Master Teachers may be called upon to guest lecturer in university classes, and, if qualified, may be hired to teach part-time.
- It is hoped that Master Teachers will be able to attend CSUN functions designed to thank them for their contributions as an essential part of the team in developing outstanding beginning teachers.

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