

PROFESSIONAL DEVELOPMENT SCHOOLS (PDS) PARTNERSHIP

BUILDING COORDINATOR CONTRACT

2017-2018

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to represent my school as the Building Coordinator for the Professional Development Schools (PDS) Partnership between Marshall University’s College of Education and Professional Development and my school. As Building Coordinator, I serve a vital role as liaison, resource, and support for teacher candidates placed in my school, as well as being the liaison, resource, and delegate for my school for PDS initiatives.**

The following checklists will be used throughout each semester to document Building Coordinator activities.

As compensation for Building Coordinator duties, the PDS Program will provide me with a stipend payable at the end of each semester.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Coordinator Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Coordinator School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PDS Director Date

**FALL 2017**

**Support for PDS Initiatives (please checkmark)**

\_\_\_\_\_ Attend Building Coordinator Meetings (2) (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Maintain regular communication with colleagues about PDS activities

* Professional development opportunities \_\_\_\_\_
* TEEP \_\_\_\_\_
* Teacher grant applications \_\_\_\_\_
* Student teacher mini-grants \_\_\_\_\_
* Candidate information \_\_\_\_\_
* PDS State Conference \_\_\_\_\_
* Other \_\_\_\_\_

\_\_\_\_\_ Provide PDS Director with requested school information

* School professional development requests \_\_\_\_\_
* TEEP requests \_\_\_\_\_
* Individual professional development requests \_\_\_\_\_
* Other \_\_\_\_\_

\_\_\_\_\_ Initiate/Coordinate School Grant Project

\_\_\_\_\_ Maintain School Trifold

\_\_\_\_\_ Maintain School PowerPoint slide

**Support for Teacher Candidates (please checkmark)**

\_\_\_\_\_ Maintain consistent communication with Assistant Director of SCOPES concerning clinical placements

\_\_\_\_\_ Coordinate high quality placements for teacher candidates

* Level III Candidates (how many?) \_\_\_\_\_
* Level II Candidates (how many?) \_\_\_\_\_
* Level I Candidates (how many?) \_\_\_\_\_
* Field Experiences (how many?) \_\_\_\_\_

\_\_\_\_\_ Collaborate with university supervisors concerning teacher candidate placements

\_\_\_\_\_ Support for Level III Candidates

* Meet with all Level III candidates first week of placement to inform them of your support and availability as liaison to Marshall University \_\_\_\_\_
* Once a week check-in with Level III candidates for communication \_\_\_\_\_
* Provide Welcome information/opportunities (ex: Welcome Packet/Questionnaires/Breakfast/Photos first week of placement, etc) \_\_\_\_\_
* Inform Level III candidates of unique opportunities (PTO, field trips, professional development, observation in other classrooms, etc) \_\_\_\_\_

Complete Checklist by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and send to PDS Director.

**SPRING 2018**

**Support for PDS Initiatives (please checkmark)**

\_\_\_\_\_ Attend Building Coordinator Meetings (2) (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Maintain regular communication with colleagues about PDS activities

* Professional development opportunities \_\_\_\_\_
* TEEP \_\_\_\_\_
* Teacher grant applications \_\_\_\_\_
* Student teacher mini-grants \_\_\_\_\_
* Candidate information \_\_\_\_\_
* PDS State Conference \_\_\_\_\_
* Other \_\_\_\_\_

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* TEEP requests \_\_\_\_\_
* Individual professional development requests \_\_\_\_\_
* Other \_\_\_\_\_

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* Level I Candidates (how many?) \_\_\_\_\_
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