

Pepperdine University and Palisades Charter High School Student Teacher – Mentor Teacher Program

Professional Development School Coordinator

- coordinate with administration about requested content areas from Pepperdine
- confirm recommended teachers are willing to serve as Pepperdine mentor teachers
- co-host (with Pepperdine) mentor teacher orientation to Pepperdine program at PCHS
- co-host (with Pepperdine) teacher candidate orientation at PCHS campus
- coordinate mentor teacher schedules/ appropriate dates for PDS meetings
- assist H.R. with onboarding process to ensure Pepperdine candidates have access to parking, school email, Schoology, etc.
- act as a liaison between the faculty, admin, HR to Pepperdine
- communicate any conflict/ issues with teacher candidates to Pepperdine
- guide mentor teachers in mentoring strategies/ candidate support as needed
- assist mentor teachers with PCHS specific questions about edTPA

Administration

- Recommend mentor teachers in each discipline to serve as mentor teachers by October 15 for the spring semester placements and by April 15 for fall semester placements
- Interview Pepperdine teacher candidates

HR

- Facilitate onboarding process
 - PCHS specific paperwork
 - Onboarding process
- Coordinate MOU with Pepperdine

Pepperdine Director of Clinical Practice

- provide list of teacher candidates and content areas to the PDS coordinator
- communicate to Pepperdine teacher candidates the information in regard to their placement (interview, paperwork, interview information, start date, mentor teacher contact information)
- provide students with a university field supervisor and inform PDS coordinator of all field supervisors
- co-host (with PCHS PDS Coordinator) mentor teacher orientation to Pepperdine program at Pali High
- co-host (with PCHS PDS Coordinator) teacher candidate orientation at PCHS
- provide lunch and co-host (with PCHS PDS Coordinator) PDS lunch meeting with mentor teachers and teacher candidates once per semester
- create the formal M.O.U. in April 2019 for the PDS partnership for the 2019-2020 school year. Work with PCHS HR and Pepperdine legal department, H.R., and insurance to create an agreed upon M.O.U.