

---

# Pittsford Schools

---

Administrative Offices  
75 Barker Road - East Wing  
Pittsford, NY 14534

**585.267.1006**

Fax: 585.381.9101

Shawn\_Clark@pittsford.monroe.edu

Shawn Clark  
*Assistant Superintendent for Human Resources*

Dear Teachers:

Please consider sharing your expertise and your classroom with a student teacher during the school year. As you might imagine, a Pittsford Schools placement is highly sought after by local colleges and the demand for this experience far exceeds the supply.

Guidelines for cooperating teachers have been developed by the Instructional Leadership Council. A cooperating teacher must:

- indicate a willingness to have a student teacher.
- be a tenured teacher with a minimum of three years of teaching experience.
- be willing to provide written feedback in some form to student teachers on a regular basis.
- have training in Effective Teaching

**The final decision about who will sponsor a student teacher will be made by your building principal.**

---

---

NAME OF TEACHER \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_

SUBJECT \_\_\_\_\_

PRINCIPAL'S SIGNATURE \_\_\_\_\_

TEACHER'S SIGNATURE (Upon approval of Principal) \_\_\_\_\_

\_\_\_\_\_ I would be willing to have a student teacher in the \_\_\_\_\_ school year.

\_\_\_\_\_ Fall semester

\_\_\_\_\_ Spring semester

**PLEASE RETURN TO HUMAN RESOURCES AT BRMS-EAST**

Cc: Building Principals