**Cohort Coordinator Checklist**

While there are additional tasks, meetings, and responsibilities involved with being a cohort coordinator, this is a suggested checklist to help with organizing each semester.

**Prior to Semester I**

* Develop school partnerships by meeting with principals (PC)
* Arrange school sites for RTI Tutoring and Rounds (PC)
* Delegate co-coordinator responsibilities (FC)
* Provide templates, forms, schedules, and handbook to faculty (FC)
* Arrange textbook orders and/or digital library with instructional faculty (FC)
* Divide candidates into ‘ohana cohorts (CC)
* Set a date and location for first community building experience (CC)
* Coordinate a welcome letter to the new candidates (CC)

**Semester I**

**Placement Coordinator**

* Re-confirm school sites for RTI Tutoring and Rounds (PC)
* Attain written agreements from school principals and mentor teachers (PC)
* Place candidates with tutees in the RTI settings (PC)
* Share placements with candidates, field supervisors, and course instructors (PC)
* Create a shared spreadsheet of RTI Tutoring placements (PC)
* Plan for field placements for the second semester. Check with principals to see if they are willing to partnership before approaching mentor teachers (PC)
* Communicate new field placements to candidates as soon as possible (PC)
* Prompt candidates to be in touch with their new mentor teachers to introduce themselves and make plans for the upcoming semester (PC)
* Coordinate trainings on “Co-Teaching” for all new mentors, and refresher materials for returning mentors for the upcoming semester (PC)

**Field Activity Coordinator**

* Update ESEE 350: RTI Reading Intervention syllabus (FAC)
* Update ESEE 350: RTI Reading Intervention Laulima site (FAC)
* Update ESEE 351: Field Rounds syllabus (FAC)
* Update ESEE 351: Field Rounds Laulima site (FAC)
* Enter important field dates on Google Calendar for Candidates (FAC)
* Schedule and assign seminar leadership responsibilities and reserve space (the first required meeting is usually the New Student Orientation) (FAC)
* Orient field supervisors to establish shared responsibilities and procedures (FAC)
* Coordinate and distribute monthly newsletters to field partners (FAC)

**Faculty Coordinator**

* Hold a program meeting at the beginning of the semester to articulate (FC)
* Document course mappings (FC)
* Schedule a space for ESEE faculty meetings for the semester (FC)
* Distribute a schedule of ESEE faculty meetings for the semester (FC)
* Set the agendas for all faculty meetings & send reminders (FC)
* Attend training on CAEP, EdTPA and other ITE requirements (FC)
* Update shared policies, forms, templates, maps, and documents as needed (FC)
* Coordinate one professional development opportunity on an ESEE theme (FC)
* Arrange textbook orders and/or digital library with instructional faculty for upcoming semester (FC)

**Candidate Coordinator**

* Coordinate the first community building experience (CC)
* Stay in touch with EEP Partnership and Placement Coordinator to be sure that cohort teacher candidates have all taken care of the first semester requirements listed in the handbook such as finger printing and liability insurance (CC)
* Establish Google Candidate Calendar and ensure all instruction faculty have full access, and coordinate assignment entry and other important dates (CC)
* Attain accurate contact information for candidates and distribute to all (CC)
* Facilitate a mid-term survey to identify struggling candidates (e.g. tardies, absences, late work, poor performance, or other concerns observed by course instructors) (CC)
* Coordinate a Tier 2 type of intervention for struggling candidates (CC)
* Maintain documentation system for candidates with LOI or POA (CC)
* After receiving the final spring schedule from the ITE chair, give the CRNs to the cohort teacher candidates so they can register (CC)
* Coordinate the implementation of course evaluations (CC)
* Collect “Candidate Confidential File” documentation. Submit these forms to the ITE secretary (Pam) by the deadline at the end of the semester. (CC)
* Report candidate “Professional Dispositions” in SIS (CC)

**Semester II**

**Placement Coordinator**

* Re-confirm Semester II school placements and mentors (PC)
* Attain written agreements from new school principals and mentor teachers (PC)
* Share placements with candidates, field supervisors, and course instructors (PC)
* Create a shared spreadsheet of placements (PC)
* Report placements in SIS (PC)
* Plan for field placements for third semester. Check with principals to see if they are willing to partnership before approaching mentor teachers (PC)
* Communicate new field placements to candidates as soon as possible (PC)
* Prompt candidates to be in touch with their new mentor teachers to introduce themselves and make plans for the upcoming semester (PC)
* Coordinate trainings on “Co-Teaching” for all new mentors, and refresher materials for returning mentors for the upcoming semester (PC)

**Field Activity Coordinator**

* Update mentor teacher handbook (FAC)
* Coordinate mentor teacher orientation sessions (FAC)
* Update ESEE 352: Field Experience II syllabus (FAC)
* Update ESEE 352: Field Experience II Laulima site (FAC)
* Enter important field dates on Google Calendar for Candidates (FAC)
* Schedule and assign seminar leadership responsibilities, reserve a space (FAC)
* Orient field supervisors to establish shared responsibilities and procedures (FAC)
* Coordinate and distribute monthly newsletters to field partners (FAC)

**Faculty Coordinator**

* Schedule a space for ESEE faculty meetings for the semester (FC)
* Distribute a schedule of ESEE faculty meetings for the semester (FC)
* Set the agendas for all faculty meetings & send reminders (FC)
* Attend training on CAEP, EdTPA and other ITE requirements (FC)
* Update shared policies, forms, templates, maps, and documents as needed (FC)
* Coordinate one professional development opportunity on an ESEE theme (FC)
* Arrange textbook orders and/or digital library with instructional faculty for upcoming semester (FC)

**Candidate Coordinator**

* Plan a cohort community activity (CC)
* Check Google Candidate Calendar to ensure all instruction faculty have full access, coordinate assignment entry and other important dates (CC)
* Revise accurate contact information for candidates and distribute to all (CC)
* Facilitate a mid-term survey to identify struggling candidates (e.g. tardies, absences, late work, poor performance, or other concerns observed by course instructors) (CC)
* Coordinate a Tier 2 type of intervention for struggling candidates (CC)
* Maintain documentation system for candidates with LOI or POA (CC)
* After receiving the final fall schedule from the ITE chair, give the CRNs to the cohort teacher candidates so they can register (CC)
* Near the end of second semester, remind candidates of important requirements for their final year: scheduling a grad check with OSAS, studying for the Praxis exam(s) and registering to take them well before the student teaching semester, scheduling time to help their mentor teachers to set up the classroom in the fall (this is not required, but is very valuable), renewing their NEA insurance, and thinking ahead about their work schedule in the final student teaching semester.
* Coordinate the implementation of course evaluations (CC)
* Collect “Candidate Confidential File” documentation. Submit these forms to the ITE secretary (Pam) by the deadline at the end of the semester. (CC)
* Report candidate “Professional Dispositions” in SIS (CC)

**Semester III**

**Placement Coordinator**

* Re-confirm Semester III school placements and mentors (PC)
* Attain written agreements from new school principals and mentor teachers (PC)
* Coordinate co-teaching trainings for new mentors and a “refresher” for returning mentors (PC)
* Share placements with candidates, field supervisors, and course instructors (PC)
* Create a shared spreadsheet of placements (PC)
* Report placements in SIS (PC)
* Plan for field placements for both GEN and SPED for student teaching (PC)
* Communicate student teaching field placements to teacher candidates.
* Prompt candidates to be in touch with their new mentor teachers to introduce themselves and make plans for the upcoming semester (PC)
* Coordinate trainings on “Co-Teaching” for all new mentors, and refresher materials for returning mentors for the upcoming semester (PC)

**Field Activity Coordinator**

* Update mentor teacher handbook (FAC)
* Coordinate mentor teacher orientations (FAC)
* Update ESEE 353: Field Experience III syllabus (FAC)
* Update ESEE 353: Field Experience III Laulima site (FAC)
* Enter important field dates on Google Calendar for Candidates (FAC)
* Schedule and assign seminar leadership responsibilities, reserve a space (FAC)
* Orient field supervisors to establish shared responsibilities and procedures (FAC)
* Coordinate and distribute monthly newsletters to field partners (FAC)

**Faculty Coordinator**

* Schedule a space for ESEE faculty meetings for the semester (FC)
* Distribute a schedule of ESEE faculty meetings for the semester (FC)
* Set the agendas for all faculty meetings & send reminders (FC)
* Attend training on CAEP, EdTPA and other ITE requirements (FC)
* Update shared policies, forms, templates, maps, and documents as needed (FC)
* Coordinate one professional development opportunity on an ESEE theme (FC)
* Arrange textbook orders and/or digital library with instructional faculty for upcoming semester (FC)

**Candidate Coordinator**

* Plan a cohort community activity (CC)
* Check Google Candidate Calendar to ensure all instruction faculty have full access, coordinate assignment entry and other important dates (CC)
* Revise accurate contact information for candidates and distribute to all (CC)
* Facilitate a mid-term survey to identify struggling candidates (e.g. tardies, absences, late work, poor performance, or other concerns observed by course instructors) (CC)
* Coordinate a Tier 2 type of intervention for struggling candidates (CC)
* Maintain documentation system for candidates with LOI or POA (CC)
* Check in regularly with field supervisors to ensure candidate readiness for student teaching. (CC)
* After receiving the final spring schedule from the ITE chair, give the CRNs to the cohort teacher candidates so they can register (CC)
* Track students who are struggling to pass PRAXIS exams (CC)
* Collect “Candidate Confidential File” documentation. Submit these forms to the ITE secretary (Pam) by the deadline at the end of the semester. (CC)
* Report candidate “Professional Dispositions” in SIS (CC)
* Coordinate the implementation of course evaluations (CC)

**Semester IV**

**Placement Coordinator**

* Re-confirm student teaching school placements and mentors (PC)
* Attain written agreements from new school principals and mentor teachers (PC)
* Share placements with candidates, field supervisors, and course instructors (PC)
* Create a shared spreadsheet of placements (PC)
* Report placements in SIS (PC)

**Field Activity Coordinator**

* Update mentor teacher handbook for student teaching (FAC)
* Coordinate mentor teacher orientations TWICE, once for each placement (FAC)
* Update ESEE 354: Student Teaching syllabus (FAC)
* Update ESEE 354: Student Teaching Laulima site (FAC)
* Update ESEE 355: Seminar syllabus (FAC)
* Update ESEE 355: Seminar Laulima site (FAC)
* Enter important field dates on Google Calendar for Candidates (FAC)
* Schedule and assign seminar leadership responsibilities, reserve a space (FAC)
* Orient field supervisors to establish shared responsibilities and procedures (FAC)
* Send a confidential mid-way electronic evaluation to mentor teachers, once in the first 8 weeks (week 4) and then again in the last 8 weeks (week 12) (FAC)
* Coordinate and distribute monthly newsletters to field partners (FAC)

**Faculty Coordinator**

* Schedule a space for ESEE faculty meetings for the semester (FC)
* Distribute a schedule of ESEE faculty meetings for the semester (FC)
* Set the agendas for all faculty meetings & send reminders (FC)
* Attend training on CAEP, EdTPA and other ITE requirements (FC)
* Update shared policies, forms, templates, maps, and documents as needed (FC)

**Candidate Coordinator**

* Check Google Candidate Calendar to ensure all instruction faculty have full access, coordinate assignment entry and other important dates (CC)
* Revise accurate contact information for candidates and distribute to all (CC)
* Maintain documentation system for candidates with LOI or POA (CC)
* Check in regularly with field supervisors to ensure candidate readiness for graduation (CC)
* Coordinate the implementation of course evaluations (CC)
* Collect “Candidate Confidential File” documentation. Submit these forms to the ITE secretary (Pam) by the deadline at the end of the semester. (CC)
* Report candidate “Professional Dispositions” in SIS (CC)
* Report candidate “Final Evaluation of Clinical Practice” scores in SIS (CC)
* Collect and organize final evaluations for candidate hiring file in OSAS (CC)
* Prepare candidates for Convocation

**ALL**

* Submit any recommendation forms you have agreed to fill out to OSAS (ALL)
* Attend Convocation and Graduation (ALL)