Supervisor Forms Packet
2019-2020

Please follow the checklist and guidelines below for proper processing of payment.

NEW SUPERVISORS:
___ See page 2 of packet information on hiring and re-hiring procedures
___ Submit the “Supervisor Survey” (p.3) via fax at 212.678.3153 or email to ote@tc.edu BEFORE the first visit.

ALL SUPERVISORS:
___ Submit “List of Visits” form to OTE after all visits to all students have been completed.
___ Submit expenses for travel via Chrome River.

Notes 1) Payment will be provided for attendance at program sponsored supervisor meetings and Office of Teacher Education (OTE) professional development days (a maximum of 4 program meetings and 2 OTE sessions will be paid by OTE per academic year). Note: PD funding for program meetings are only for student teaching supervisors. Student Teaching Coordinators are eligible to receive payment for OTE sponsored events but are not eligible for program meetings, unless it is outside normal hours.

VISIT AND TRAVEL REIMBURSEMENT REGULATIONS

1. Supervisors are paid $120 for each observation, with a maximum of 5 observations per student teacher each semester. While the number of required visits varies by program, the Teacher Education Policy Committee at TC recommends that each student teacher be observed a minimum of 3 times per student teaching experience.

2. Your program’s student teaching coordinator has been asked to share your anticipated number of Fall 2019 observations with the Office of Teacher Education. Payment for half of your anticipated fall earnings will be distributed via your semi-monthly paychecks. Payment for the other half of your earnings will be issued at the end of the semester, after the Office of Teacher Education receives your List of Visits form. The disbursement of the first paycheck will vary, depending on when OTE received your anticipated observation information as well as the payroll schedule. We strongly recommend that you enroll in direct deposit, for ease of payments.

3. Supervisor travel costs will be reimbursed up to $50 per student per term for travel to and from the school sites. To be reimbursed for travel, supervisors must upload information to Chrome River and include documentation and receipts. Please note that whenever possible, supervisors are expected to take public transportation. In cases where supervisors must drive, EZ Pass Statements must be uploaded to Chrome River.

4. TC does not pay for parking, taxi, car services, or Monthly MetroCards.

5. Supervisors requesting an exception for any of the above items must send an email to ote@tc.edu. OTE will then consider the request.
Supervisor Hiring and re-hiring

IF YOU ARE A NEW HIRE:

The Student Teaching Coordinator or Supervision Coordinator should send an email to Aimee Katembo at katembo@tc.edu with the name and email of the new supervisor.

The new supervisor will receive an email from Aimee Katembo regarding the hiring process.

PLEASE DO NOT GO TO THE HUMAN RESOURCES OFFICE BEFORE THE ONLINE HIRING PROCESS IS COMPLETED

After submitting all tax paperwork and completing the I9 process, the new supervisor should check with HR to see when they will be eligible to start working.

HR Contact Information: Phone (212)678-3175, Email: hr@tc.columbia.edu

IMPORTANT: Individuals CANNOT begin work prior to being officially hired. Non-compliance will lead to non-payment of visits.

RE-HIRING GUIDELINES

Supervisors who do not work in the fall and spring semesters consecutively are likely to become inactive employees. If this occurs, please contact Aimee Katembo at katembo@tc.edu in order to be re-hired before starting school visits.
SUPERVISOR SURVEY

IMPORTANT: This form is due BEFORE the FIRST VISIT each academic year for accreditation purposes. Please email to ote@tc.edu or drop off at Zankel Hall, Room 411 or mail to 525 West 120 Street, Box 97, New York, NY 10027. For your convenience, an online version of this form can be completed at: http://tinyurl.com/m3o7twl

Name: ____________________________________  Email: ________________________________

Please indicate the highest degree earned.
___ Bachelor’s Degree    ___ Master’s Degree    ___ Doctoral Degree

Are you currently enrolled in a degree program? If yes, please indicate the degree program and institution.

Please select the grade levels in which you have taught in a public or non-public school setting.
___ Early Childhood    ___ Elementary (Grades 1-6)    ___ Secondary (Grades 7-12)    ___ Other: __________

Please select the subject areas in which you have taught.
___ Arts    ___ Early Childhood    ___ Elementary    ___ English    ___ Math    ___ Science    ___ Social Studies
___ Other: __________

Please provide the TOTAL number of years of teaching/professional experience in a school setting.

________

Please list teaching certificates, licenses, and credentials related to the subject area you will be hosting a student teacher. ____________________________________________

Please select the program at Teachers College for which you will be or currently are a supervisor. *

___ Art
___ Bilingual/Bicultural Education
___ Early Childhood
___ Elementary Inclusive
___ English
___ Intellectual Disability/Autism
___ Math
___ Science
___ Social Studies
___ Other: _____________________

Please indicate the number of years supervising student teachers and the institution through which you were hired. ________

Please indicate any other current positions held at TC or NYCDOE in the space below. Note: Full-time staff cannot serve as supervisors.

__________________________________________________________
LIST OF VISITS

Directions: Please submit this form via email to ote@tc.edu or drop off at Zankel Hall, Room 411. This form must be submitted by December 15th for the fall semester and by May 10th for the spring semester.

Name of Supervisor:  
TC ID Number:  

Email:  
Phone:  

TC Program of Supervision:  
Semester and Year:  

Notes: A pre-observation meeting of approximately 30 minutes and a post-observation conference is recommended at the school site or over the phone. A supervisor will be paid $120 per visit per student for a maximum of $600 per student per student teaching experience. Requests for more than $600 must be put in writing with appropriate documentation.

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<tr>
<th>Name of Student Teacher</th>
<th>Date of Visit 1</th>
<th>Date of Visit 2</th>
<th>Date of Visit 3</th>
<th>Date of Visit 4</th>
<th>Date of Visit 5</th>
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Payment for attendance at department meetings and Office of Teacher Education professional development sessions

Office of Teacher Ed PD Session Date ($50 per session, maximum 2 sessions per year)*

Department/Program Meeting Dates ($50 per meeting, maximum 2 meetings per semester)

Total Amount $  

The information on the above chart is accurate and complete.

SUPERVISOR Signature ________________________________ Date ________________

STUDENT TEACHING COORDINATOR Signature ________________________________ Date ________________

*New supervisors must attend an OTE PD Session on the Student Teaching Evaluation form.
NYC MTA Travel Log

Name of Supervisor: ________________________  Semester and Year: ____________________

This form must be uploaded to Chrome River to document New York City subway and bus fare ONLY, in lieu of a receipt. Please be reminded that Teachers College policy requires all reimbursements to be submitted through Chrome River within 90 days of the date of travel. If the reimbursement is submitted after 90 days, it will be taxed as income. In order to meet the 90 day requirement and allow for proper processing time, all supervisors must abide by the deadlines indicated below.

Reimbursements for travel MUST be uploaded to Chrome River every 2 months:

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<td>Sep-Oct Visits—Due Date: Oct. 30</td>
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<td>Nov-Dec Visits—Due Date: Dec. 15</td>
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<td>Jan-Mar Visits—Due Date: Mar. 15</td>
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<td>Mar-May Visits—Due Date: May 10</td>
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VISIT LOG

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<tr>
<th>Date</th>
<th>Name of School</th>
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Grand Total:

*Only amounts actually paid and occasioned by official business should be listed on this form.*