

## Spring 2025 Cooperating Teachers

Many thanks for the guidance, support, and assistance you'll be providing our student teacher this semester. Please read this important information regarding your supervisory role:

### Co-teaching Training Requirement

If you have never completed the **state-mandated co-teaching training**, we will send you instructions. The modules must be completed in a timely manner, per state regulations.

### Shaping Effective Teaching – Student Teaching Handbook

If you haven't already, **please read our 2023-24 handbook**. It outlines expectations and guidelines for all members of the student teaching triad, and it also contains helpful resources: <https://education.uky.edu/ocp/resources/> (click link in the "All Audiences" section).

### EPSB Payment to Cooperating Teachers

EPSB uses an online voucher system to process payments to Kentucky teachers. **After February 1<sup>st</sup>**, verify accuracy of your electronic voucher(s).

1. Visit the EPSB website <http://www.kyepsb.net>, and click the "EPSB Account" link to log in:
  - If you get a pop-up window about the "green KECS button," ignore the message and close it.
  - Click in the GREEN box on the left to log in to the "KECS System" system with your EPSB userid--**not** an email address, even if an email address is pre-filled in the box.
  - Once logged in, ignore the green box that says to log in for KECS system, and instead, click the link for "Cooperating Teacher Assignment".
2. To "sign" your payment voucher(s):
  - Verify the names of the ST/CT/school and placement dates.
    - If accurate, click to submit the voucher(s).
    - If any of the information is inaccurate, do not reject the voucher! This will slow down the process. Instead, alert [william.forker@uky.edu](mailto:william.forker@uky.edu) so he can investigate and make changes BEFORE you submit.
3. For login troubleshooting, contact [brandon.harrod@education.ky.gov](mailto:brandon.harrod@education.ky.gov) at EPSB.

### Performance Evaluation of Student Teacher (ST)

As a cooperating teacher, **you are required to evaluate your student teacher's progress in the classroom**. We have transitioned away from both OTIS and AEFIS. You will receive further information about our assessment data storage system once the semester is underway.

### Perception Evaluation of University Supervisor

Please take just a couple of minutes **at the end of the semester** to honestly and objectively **evaluate your experience of hosting a UK student teacher and the university supervisor(s) with whom you worked**. We compile the confidential results *annually* and consider the information in aggregate when making program decisions. You will receive further instructions about this process near the end of the semester.

### Tuition Waiver

In addition to the payment mentioned above, Kentucky teachers are eligible for tuition waivers at Kentucky's state universities. If claiming the waiver at UK, visit this website for more info: <https://education.uky.edu/adeanargs/tuitionwaiver/>. For other institutions, contact the specific university or visit <http://www.epsb.ky.gov/mod/page/view.php?id=142>.