Resident Teacher Program

The licensed teacher is required to participate in the Resident Teacher Program during the initial year of teaching in an accredited school under the guidance and assistance of a Resident Teacher Committee in order to qualify for an Oklahoma teaching certificate.

"Residency Committee" means a committee in a local school district for the purpose of reviewing the teaching performance of a resident teacher and making recommendations to the Board and the preparing institution of higher education regarding certification of the resident teacher. A Residency Committee shall consist of a mentor teacher, the principal or an assistant principal of the employing school or an administrator designated by the local board and a teacher educator in a college or school of education of an institution of higher learning, or an educator in a department or school outside the institutions' teacher education unit. Provided that, if available, qualified mentor teachers shall have expertise in the teaching field of the resident teacher and, if possible, the higher education members of the Residency Committee shall have expertise and experience in the teaching field of the resident teacher. However, in all cases at least one member of the Residency Committee shall have expertise and experience in the teaching field of the resident teacher. (House Bill 1549)

The Resident Teacher Committee is responsible for:

1. Working with the resident teacher to assist in all matters concerning classroom management and professional development.
2. Making a recommendation regarding certification.
3. Making a recommendation for a professional development program for the resident teacher, designed to strengthen the resident teacher's teaching skills in any area identified by the committee.

In order for all assigned Resident Teacher Committees in Oklahoma to have a common document to provide justifiable conclusions for a recommendation regarding certification, an observation instrument is provided. It should be recognized that data collected during the observation may reflect growth, rather than maximum achieved competence or total mastery of teaching skills.

For the Resident Teacher Program to be most beneficial to the resident teacher, it is important for the Resident Teacher Committee to follow all of the rules and
regulations of the program. It is also important that all members of the committee maintain complete confidentiality as to any of the responsibilities performed or actions taken during the Resident Teacher Program. Therefore, no one--other than the committee members, including the resident teacher-- should attend a Resident Teacher Committee meeting except by the agreement and consent of all committee members, including the resident teacher. In addition, no one can "substitute" for a committee member. If any questions arise, please contact the Director of the Resident Teacher Program at the State Department of Education at (405)521-3607.

Committee Meeting I
1. All committee members, as well as the resident teacher, must be present to constitute an official committee meeting.
2. A chairperson shall be selected by the committee members. The responsibility of the chairperson is to:
   A. Chair the committee.
   B. Follow the established Resident Teacher Program committee Regulations.
   C. Assure that all committee members, as well as the resident teacher, are present for the committee meetings.
   D. Complete the Resident Teacher Committee Form 002 and mail the NCR copies within one week to the Resident Teacher Program, State Department of Education.
   E. Establish a communication system.
   F. Establish a schedule for committee members' activities.
   G. Provide the committee members and resident teacher with the observation instruments for review. [Observation Instruments are in the back of the packet to be distributed as follows: sample copy to the resident teacher and two sets of the Observation Instruments (five forms in each set) to each committee member]
   H. Discuss how to obtain "meaningful parental input."

Observations I and II
1. Each committee member shall make two independent observations with the resident teacher before Committee Meeting II.
2. Each committee member shall complete one observation instrument for
Committee Meeting II.

3. An informal committee meeting may be called if immediate concerns arise before Committee Meeting II. Committee members are responsible for communicating concerns to the chairperson.

Committee Meeting II
1. All committee members, as well as the resident teacher, must be present to constitute an official committee meeting.

2. Each committee member shall have the completed observation instrument with recommendations.

3. Following the discussion of each observation instrument, the chairperson and the resident teacher must sign each instrument.

4. A copy of each committee member’s observation instrument shall be given to the resident teacher.

5. Committee members are responsible for keeping their copy of the observation instrument until Committee Meeting III.

Observation III
1. Each committee member shall make a third independent observation with the resident teacher before Committee Meeting III.

2. The committee members will continue to note progress of the resident teacher regarding the specific recommendations identified during Committee Meeting II.

3. The second observation instrument shall be completed for Committee Meeting III.

4. An informal committee meeting may be called if immediate concerns arise before Committee Meeting III. Committee members are responsible for communicating concerns to the chairperson.

Committee Meeting III
Committee Meeting III shall be after April 10. For any variation from that date, please call the Resident Teacher Program, (405) 521-3607.
1. All committee members, as well as the resident teacher, must be present to constitute an official committee meeting.

2. Each committee member shall have the second observation instrument completed.

3. Following the discussion of each observation instrument, the chairperson and the resident teacher must sign each instrument. All copies of the observation instrument will be given to the resident teacher.

4. The committee members’ decision regarding certification shall include meaningful parental, guardian or custodian input as one criterion in evaluating the resident teacher’s performance.

5. The committee shall fulfill all requirements regarding the certification recommendation and professional development.

6. Based on the majority vote, the Certification Recommendation Form 003 shall be completed and signed by all committee members.

7. The Administrator shall distribute copies as follows:

   Copy 1 - Give to the resident teacher. Instruct the teacher to complete the certification application on reverse side of Copy 1, and mail it with the appropriate fee to Resident Teacher Program, State Department of Education.

   Recommended for Certificate - $30
   Recommended for Second Year in Resident Teacher Program - $10

   Copy 2 - Send to the Resident Teacher Program, State Department of Education, within ten days following Committee Meeting III.

   Copy 3 - Give to the resident teacher.

   Copy 4 - Maintain in district/personnel office.