

# You are a Salisbury University PDS Site Coordinator...

## Beginning Each Semester

- ✓ Work with PDS liaison to plan and implement an orientation for interns.
  - Invite administration, mentor teachers and internship supervisors to attend.
  - Share expectations and SU PDS documents found on the website:  
<http://www.salisbury.edu/pds>.

## Throughout Each Semester

- ✓ Communicate with SU's Clinical Practice Coordinator and school administration to facilitate placement of interns and teacher candidates.
- ✓ Ensure that interns are able to meet key staff members at your PDS site.
- ✓ Work with PDS liaison to provide chances for interns to gather together during each experience.
- ✓ Collaborate with PDS liaison to schedule opportunities for interns to visit other classrooms for specific purposes.
- ✓ Arrange with PDS liaison to hold exit events for interns who are leaving the PDS site for their next experiences.
- ✓ Collaborate with PDS liaison to hold orientations for any new interns placed at your site for second or third experiences.

## Ending Each Semester

- ✓ Work with PDS liaison to hold an exit event for interns who are completing their internship experiences at the PDS site.

## Ending the School Year

- ✓ Collaborate with PDS liaison to complete the PDS Site Assessment.

## Being an Advocate for PDS at Your Site

- ✓ Check in periodically with Internship I interns, teacher candidates and mentor teachers in your building.
- ✓ Communicate often with your PDS liaison to share celebrations or concerns.
- ✓ Encourage PDS information to be shared through a bulletin board, the school's newsletter or website.
- ✓ Forward information from SU to site staff.
- ✓ Work with liaison and administration to establish and meet with a PDS Coordinating Council OR ensure that PDS business is shared at your school improvement team meetings.
- ✓ Share site needs regarding professional development and/or support for school improvement goals with your liaison.

## Collaborating with Salisbury University

- ✓ Participate in Fall and Spring RPDS Council meetings with your PDS team.
- ✓ Attend additional professional development opportunities if appropriate.
- ✓ Take part in the annual Regional PDS Celebration in May and encourage members of your site's PDS team to join you.

## Need Support in Your Role?

- ✓ Contact or visit the SU PDS team at any time.
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Conway Hall 354C2 - 410.677.5042
  - Jessica Patton - [jgpatton@salisbury.edu](mailto:jgpatton@salisbury.edu)  
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