

Job Description

Position Title: University Early Field Supervisor

Primary Responsibilities

- Serve as the liaison between the School of Education and Counseling (SoEC) and the P-12 schools where teacher candidates are placed for their early field experiences.
- Provide teacher candidates with constructive criticism, support, and guidance.
- Document progress of teacher candidates throughout the semester using the protocols established including the use of electronic documentation.
- Communicate frequently and candidly with the teacher candidate, cooperating teacher, and the Office of Partnerships and Outreach, and promptly report any concerns related to teacher candidate placements.
- Observe teacher candidates clinical experience and complete clinical evaluation of observations.
- Meet with school administrator and staff to determine a service project for candidates to complete during the field experience.
- Create and provide a monthly seminar for candidates based upon themes and/or topics from observations, candidate questions, and field guide assignments to suggest specific strategies or approaches to instruction or the creation of learning environments.
- Work collaboratively with the SoEC to ensure that data is collected, analyzed, and reported.
- Assist in the review of the field experiences for the purposes of continuous improvement.
- Attending University Supervisor training sessions as required.
- Represent the University and the program in a professional manner.

Essential Knowledge and Abilities:

- Able to affirm, guide, listen and lead as needed
- Be highly organized, with excellent verbal and written communication skills
- Able to accurately observe, conference and contribute ideas
- Able to demonstrate self-motivation, self-direction
- Able to work independently, as well as collaboratively
- Understand and adhere to University policies and guidelines
- Able to maintain accurate and detailed records
- Available to observe and conference with teacher candidates during the school day
- Travel to multiple school sites to supervise teacher candidates in the clinical field experiences
- Able to use electronic documents and technology to process evaluations and appropriate communications with teacher candidates, the Educator Preparation Program, and cooperating teachers

Qualifications

Education, Experience, Training and/or Certifications

- Master's degree

- At least three years of teaching experience and expertise in one or more of the following areas: elementary education (all subjects), cross-categorical special education, or secondary English Language Arts, mathematics, science, or social studies
- Recent teaching/university supervision experience
- Excellent oral and written communication skills
- Understanding of a clinically based Educator Preparation Program
- Trained, or ability to be trained, in the St. Cloud State Co-Teaching Model
- Commitment to increasing completion of the Educator Preparation Program for underrepresented student groups

The University Supervisor has the following responsibilities:

- Attend a field experience orientation during the first two weeks of the semester with Teacher Candidates, faculty members, Cooperating Teachers and principal prior to the start of the field experience.
- Act as a PNW representative at all times. This includes but is not limited to: being a proponent of PNW, acting in a professional manner in all interactions, and keeping in mind that you are a guest in the Cooperating Teacher's classroom.
- Be familiar with the PNW Field Guide for the early field experience and information found in the PNW Training and Support Site.
- Introduce yourself to the Cooperating Teachers and the principal in person, via email, and/or over the phone prior to the first observation of the teacher candidates.
- Maintain communication with the Teacher Candidate, Cooperating Teacher and principal throughout the early field experience.
- Conduct a minimum of four separate, informal observations of candidates. Written feedback of informal observations should be provided to the Teacher Candidate and Cooperating Teacher within 48 hours of the observation.
- Conduct two formal observations of the Teacher Candidate, one at midterm and one at final. The midterm observation is formative in nature while the final observation is summative. Hold pre- and post- observation meetings with Teacher Candidate. Post meetings must be held within 48 hours of the observation.
- Conduct two dispositional audits, one at midterm and one at final. The midterm dispositional audit is formative in nature while the final dispositional audit is summative.
- Meet with the Cooperating Teacher each time you visit to discuss how things are going, analyze the Cooperating Teacher—Teacher Candidate relationship, and facilitate communication between the two. Be proactive in solving problems as soon as they arise. Act as a facilitator between the Cooperating Teacher and Teacher Candidate.
- If the Teacher Candidate is struggling, you may be asked to administer an intervention plan by working with the Office of Outreach and Partnership.
- Submit observation and evaluation forms within three days of observation or evaluation (TaskStream).
- Respond to communication from PNW staff or Cooperating Teacher within 24-48 hours.
- Complete the PNW evaluation surveys you will receive towards the end of the field experience.

To serve as a PNW University Supervisor you must have:

- a minimum of five years of experience in teaching or school administration
- a Master's degree in the field of education preferred, a Bachelor's degree in education required
- current or previous administrator certification and/or a teaching license in the content area of supervision (if supervising secondary teacher candidates in specific content areas)
- experience teaching and/or supervising in the content area of supervision
- evidence or verification of background clearance

- access to a computer with email and Internet connection for corresponding with teacher candidates, PNW staff, and for completing on-line observation forms.

Compensation:

Compensation for early field experience is: \$2,200 per cohort. Mileage for traveling to school sites is included within this pay structure and not reimbursed separately.

Job Description

Position Title: University Student Teacher Supervisor

Primary Responsibilities

- Serve as the liaison between the School of Education and Counseling (SoEC) and the K-12 schools where teacher candidates are placed for their student teaching experiences.
- Provide teacher candidates with constructive criticism, support, and guidance.
- Communicate frequently and candidly with the teacher candidate, cooperating teacher, and the Office of Partnerships and Outreach, and promptly report any concerns related to teacher candidate placements.
- Conduct post-observation meetings for every formal observation to assist in improving instruction, analyzing problems, identifying strengths, and reflecting on teaching effectiveness.
- Document progress of teacher candidates throughout the semester using the protocols established including the use of electronic documentation.
- Observe teacher candidate clinical experience and complete clinical evaluation of observations.
- Suggest specific strategies or approaches if teacher candidates are unsuccessful in implementing particular lesson plans or have management problems.
- Work collaboratively with the SoEC to ensure that data is collected, analyzed, and reported.
- Assist in the review of the Clinical Program for the purposes of continuous improvement.
- Attending University Supervisor training sessions as required.
- Represent the University and the program in a professional manner.

Essential Knowledge and Abilities:

- Able to affirm, guide, listen and lead as needed
- Be highly organized, with excellent verbal and written communication skills
- Able to accurately observe, conference and contribute ideas
- Able to demonstrate self-motivation, self-direction
- Able to work independently, as well as collaboratively
- Understand and adhere to University policies and guidelines
- Able to maintain accurate and detailed records
- Available to observe and conference with teacher candidates during the school day
- Travel to multiple school sites to supervise teacher candidates in the clinical field experiences
- Able to use electronic documents and technology to process evaluations and appropriate communications with teacher candidates, the Educator Preparation Program, and cooperating teachers

Qualifications

Education, Experience, Training and/or Certifications

- Master's degree

- At least three years of teaching experience and expertise in one or more of the following areas: elementary education (all subjects), cross-categorical special education, or secondary English Language Arts, mathematics, science, or social studies
- Recent teaching/university supervision experience
- Excellent oral and written communication skills
- Understanding of a clinically based Educator Preparation Program
- Trained, or ability to be trained, in the St. Cloud State Co-Teaching Model
- Commitment to increasing completion of the Educator Preparation Program for underrepresented student groups

The University Supervisor has the following responsibilities:

- Attend a student teaching orientation session before the beginning of each semester.
- Act as a PNW representative at all times. This includes but is not limited to: being a proponent of PNW, acting in a professional manner in all interactions, and keeping in mind that you are a guest in the Cooperating Teacher's classroom.
- Be familiar with the PNW Field Guide for Student Teaching and information found in the PNW Training and Support Site.
- Meet face-to-face with the Cooperating Teachers to discuss expectations before Student Teaching begins. This "meet and greet" visit should take place in a public place, preferably the assigned school.
- Introduce yourself to the Cooperating Teacher and the principal either in person or over the phone prior to the first observation of the teacher candidate.
- Maintain communication with the Teacher Candidate, Cooperating Teacher and principal throughout the Student Teaching experience.
- Conduct a minimum of six separate, informal observations of candidates approximately 7-10 days apart. Each visit must last a minimum of 45 minutes and a maximum of 2 hours.
- Conduct two formal observations of the Teacher Candidate, one at midterm and one at final. The midterm observation is formative in nature while the final observation is summative.
- Conduct two dispositional audits, one at midterm and one at final. The midterm dispositional audit is formative in nature while the final dispositional audit is summative.
- Meet with the Cooperating Teacher each time you visit to discuss how things are going, analyze the Cooperating Teacher—Teacher Candidate relationship, and facilitate communication between the two. Be proactive in solving problems as soon as they arise. Act as a facilitator between the Cooperating Teacher and Teacher Candidate.
- If the Teacher Candidate is struggling, you may be asked to administer an intervention plan by working with the Office of Outreach and Partnership and following the steps outlined in the Student Teaching Field Guide.
- Hold pre- and post- observation meetings with Teacher Candidate. Post meetings must be held within 48 hours of the observation.
- Submit observation and evaluation forms within three days of observation or evaluation (TaskStream).
- Respond to communication from PNW staff or Cooperating Teacher within 24-48 hours.
- Complete the PNW evaluation surveys you will receive towards the end of the student teaching experience.

To serve as a PNW University Supervisor you must have:

- a minimum of five years of experience in teaching or school administration
- a Master's degree in the field of education preferred, a Bachelor's degree in education required
- current or previous administrator certification and/or a teaching license in the content area of supervision (if supervising secondary teacher candidates in specific content areas)
- experience teaching and/or supervising in the content area of supervision

- evidence or verification of background clearance
- access to a computer with email and Internet connection for corresponding with teacher candidates, PNW staff, and for completing on-line observation forms.

Compensation:

PNW employs the use of a *banded pay structure* for student teaching supervision. Mileage for traveling to school sites is included within this pay structure and not reimbursed separately.

- \$400/candidate for supervision of fewer than 4 teacher candidates
- \$3,000 for the supervision of 5-8 teacher candidates
- \$4,300 for the supervision of 9-12 teacher candidates

* For the supervision of ‘dual licensure’ candidates, University Supervisors are compensated an additional \$50/candidate.

Hammond Campus

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