

Coordinator of Field Services

Job Purpose: performs activities related to field experience and student teaching placement for teacher education candidates needing this requirement as well as internships and practical experiences for other majors in the college. Oversees the supervision and maintenance of the components of the Learning Resources Center

Position Duties:

- Maintains records of progress of Education majors and eligibility to take advanced courses; determines student's eligibility to student teach.
- Evaluates potential sites for suitability; assigns students to practicum or student teaching placements; maintains follow-up contact
- Works collaboratively with school-based faculty to develop, implement, and evaluate field experiences and student teaching
- Works closely with counseling and EDAS faculty to assign candidates for practicum, and internships
- Works closely with faculty in other departments in the college to assign candidates for field experiences, practicum, and internships
- Assigns university faculty and adjunct faculty to supervise student teachers; monitors supervision to ensure adequacy.
- Provides training for school-based faculty hosting candidates for field experiences and student teaching
- Plans and conducts orientation meetings for students and supervisors; teaches student teaching seminars
- Compiles evaluation data on students, cooperating teachers, and university supervisors
- Investigates and resolves problems and complaints in field experiences, student teaching, practicum, and internships
- Writes and revises field manuals and handbooks; designs and revises forms and evaluation instruments
- Serves on the Standard 3 committee (field experiences) for NCATE process
- Oversees the housekeeping, scheduling, machine repair, budget, and other services of the Learning Resource Center
- Supervises graduate assistants and student workers who provide the day to day management of the Learning Resource Center
- Maintains financial records for the Learning Resource Center
- Oversees the circulation, cataloguing, and collection development of resources in the Learning Resource Center
- Serves on the Library committee and other committees that relate to the position

Reports to the Director of Assessment/Teacher Education

Job Specifications: Master's degree in education; teaching certificate and three years teaching experience. Good communication and computer skills. Supervisory skills