

Position Description – University Supervisor Teacher Education Institute and Pilot

The position of university supervisor is a faculty, 12-month, non-tenure-eligible position. The candidate appointed to this position must have earned a Master's degree or doctoral degree in education, must have completed at least three years of successful classroom teaching, and must hold licensure in the areas in which supervision will occur.

University supervisors serving in the Teacher Education Institute and Pilot project have the following responsibilities.

- Participate in the Teacher Education Institute in summer, 2017 and the pilot academic year, 2017-2018.
- Follow designated procedures identified in the TEI.
- Travel to multiple school sites to supervise and coach the internship semester in fall, 2017 and the student teaching semester in spring, 2018.
- Maintain a full-time load of student teachers including TEI assigned candidates.
- Conduct seminars that accompany internships and student teaching.
- Assist with planning and implementing orientation and professional development seminars for student teachers and clinical educators.
- Attend all meetings as part of the Pilot during 2017-18.
- Document progress of student teachers throughout the semester using the protocols established during the TEI. This may include electronic documentation in the Taskstream system.
- Coordinate communication (scheduled meetings, observation data, and anecdotal notes) regarding progress of the student teacher with clinical educators and faculty members assigned to the TEI.
- Evaluate and score program evidences for program completion.
- Hold final conferences with student teachers to review the progress of the semester and prepare licensure paperwork for submission.
- Participate in any data collection related to research on the TEI / Pilot project.
- Mediate any concerns/problems regarding the candidate's disposition performance. The university supervisor is the lead on resolving issues with the candidate, in partnership with the faculty member and the clinical educator.