University of Wisconsin-Superior
POSITION DESCRIPTION
Associate Student Services Coordinator

Position: Associate Student Services Coordinator
Working Title: Teacher Education Field Experience Coordinator
Department: Educational Leadership
Reports to Chair of the Department of Educational Leadership
100 % -12 Month Position starting July 1, 2011

Position Summary:
Administer the Educational Leadership Field Experience Office. Assign university supervisors. Hire ad hoc student teacher supervisors. Coordinate and oversee DPI required teacher education seminars. Teach graduate classes and workshops for site supervisors. Work with university and site supervisor to identify and work with struggling student teachers. Monitor Field Office budget. Advise students completing degrees through the Teacher Education program. as well as assisting with other responsibilities as needed.

Duties and Responsibilities:
1. Administer field experience for all teacher licensure programs in cooperation with the Educational Leadership faculty and department education content specialist.
2. Recruit, cultivate and support field experience sites to meet the needs of licensure programs.
3. Serve as a liaison by establishing connections with area schools, and early childhood programs; communicate with school administrators and cooperating teachers regarding opportunities, placements and expectations.
4. Communicate responsibilities to university supervisors; and provide training to new supervising faculty.
5. Plan and teach supervision class for site supervisors.
6. Working with the Chair to address concerns of University faculty, cooperating teachers and administrators; mediate student problems; advise student teachers.
7. Review supervisors’ student teacher evaluations and identify problems.
8. Supervise and work with student teachers when deficiencies are identified.
9. Develop and collect evaluation data for university and site supervisors.
11. Hire ad hoc student teaching supervisors.
12. Provide academic advising for teacher education students and assist with Soar.
13. Monitor and collect relevant data for admissions in Teacher Education program.
14. Other responsibilities as assigned by the Chair of Educational Leadership
**Knowledge and Skills Requirements:**
1. Ability to work independently and as part of a team.
2. Ability to travel throughout Wisconsin and Minnesota.
3. Ability to maintain positive interpersonal relationships with faculty, students, staff and community members.
4. Experience with online learning and teaching.
5. Demonstrated ability to advise a diverse student body.
6. Ability to use database and other technology as a resource.

**Minimum Qualifications:**
1. Master’s degree in education, or a related field.
2. Three years relevant experience in a K-12 setting.
3. Must possess a valid driver’s license

**Preferred Qualifications**
1. Experience supervising k-12 teachers