University of Wisconsin-Superior

POSITION DESCRIPTION

Teacher Education Field Experience and edTPA Coordinator and Academic Advisor

Working Title: Field Experience and edTPA Coordinator/Academic Advisor

Hayes Hill Title/Level: Student Services Coordinator / 100% 12 month Appointment

Reports to: Coordinator of Teacher Education/Educational Leadership

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 supervisors to identify and work with struggling student teachers. Monitor Field Office budget. Advise students completing degrees through the Teacher Education program. Serve as the teacher education edTPA resource. Assist with other teacher education program 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 specialists.
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. Work 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. Serve as an edTPA resource to faculty, staff, TAs, PK-12 educators and administrators.
14. Facilitate edTPA training to, faculty, staff, supervisors, cooperating teachers.
15. Provide logistical support and assistance to students who are submitting their edTPA’s.
17. Work with DPI, EPCS and EAS around licensing issues related to TPA.
18. Attend edTPA training in and out of state; assist in statewide TPA training.
19. Coordinate edTPA work with Partner Schools and teacher education programs.
20. Create and maintain data loop related to edTPA performance data and teacher education programs.
21. Facilitate work to connect edTPA to UW-Superior teacher education standards and the Common Core Standards.
22. Other responsibilities as assigned by the Coordinator of Teacher Education.
**Knowledge, Skills and Abilities:**
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.
7. Essential knowledge of teacher education programs, standards and clinical experiences
8. Knowledge of the Teacher Performance Assessment

**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
2. Experience related to the Teacher Performance Assessment