

FIELD SUPERVISORS/TEACHING ASSOCIATES JOB DESCRIPTION
Teacher Certification Programs
Updated: March 2026

Overview:

The UW Tacoma Office of Field Placements & Partnerships (OFP&P) in the School of Education (SOE) is seeking applicants for current or former PK-12 classroom teachers to serve as field supervisors/teaching associates (hereinafter referred to as “field supervisors”) in our graduate and undergraduate Teacher Certification Programs (TCP) to mentor and support our diverse students (hereinafter referred to as “candidates” or “interns”) as they seek Washington State professional certification.

We are seeking applicants with a demonstrated commitment to equity and experience with action research or inquiry-based practice. The SOE’s mission is to “prepare ethical and reflective educators and leaders who transform learning, contribute to the community, exemplify professionalism, and promote diversity.” Learn more by visiting our website: tacoma.uw.edu/soe

Field supervisors report directly to the Administrator of the Office of Field Placements & Partnerships (hereinafter referred to as Administrator) with accountability to the TCP Clinical-Area Coordinator, Director of Operations, and relevant Program Director. Pursuant to the *UW Faculty Code & Governance*, field supervisors also have accountability to the Dean, Elected Faculty Council, and voting faculty. Field supervisors hold part-time academic personnel positions at UW; they are not tenure-eligible nor tenure-leading. They are also not voting-eligible, although the OFP&P and/or SOE will often invite their advisory input on relevant academic policies and procedures connected to candidate readiness and field placements.

To apply for this position, please submit the materials outlined [here](#) through the UW Tacoma School of Education [Hiring Now](#) page.

Compensation & Caseload Assignment:

Note: the exact assignments and caseload each quarter will depend on enrollments, and will be assigned by the Office of Field Placements & Partnerships in consultation with the Office of the Dean staff in consultation with each field supervisor. Regular travel between the duty station and partner schools is required to meet program needs. Mileage and other eligible travel-related expenses will be reimbursed in accordance with the school’s and UW’s reimbursement policies. UW Outlook and Zoom accounts are also provided to enable additional options for regular interaction with candidates in their placements in a FERPA-compliant way.

The current base monthly minimum compensation for this role is \$5,597.00 (at 100% FTE), with annual merit-based increases, when applicable, and pending availability of funding and satisfactory performance. **The current compensation for field supervision is 3% FTE per candidate supervised. That is, using the FTE calculation above, the per-pupil minimum rate for supervision is \$167.91/student/month.** If a candidate is removed from the field placement and/or

withdraws from the program/university before the term ends, the SOE will compensate the field supervisor through the end of that academic quarter.

The SOE issues quarter-by-quarter appointments for field supervisors during the regular academic year, although our autumn-quarter appointments start on September 01 (vs. September 16) to allow field supervisors to support their assigned candidates when the PK-12 school year starts. Reappointment and consideration for annual merit-pay increases are based on business needs, enrollments, funding availability, and satisfactory performance, and will require a review/vote among SOE's Elected Faculty Council (instructions are provided prior to these reviews).

The general expectation is each field supervisor will supervise the same caseload of candidates each quarter through program completion, unless a candidate is removed from field and/or withdraws from the program/university. Requests for reassignment may be made if the candidate and/or field supervisor has serious concerns that cannot be resolved through informal conciliation; these cases will be handled, reviewed, and approved by the Administrator.

Summary of Job Duties:

Field supervisors are the primary contacts for assigned candidates during their field experiences in SOE's PK-12 partner schools. They act as liaisons among/between our candidates, key UW Tacoma personnel in the SOE, and PK-12 educators (mentor teachers and school administrators) throughout the duration of the field experience. Field supervisors also operate as a collaborative team, supporting each other and program leaders to support the success of candidates through program completion.

Field supervisors assume primary responsibility for evaluating, mentoring, and supporting each assigned candidate's fieldwork and internship experience, including establishing clinical practice/fieldwork expectations; assessing strengths and areas for growth; and developing and implementing improvement plans for candidates who have difficulty meeting expectations. Field supervisors support their assigned candidates to successfully complete certain program-specific certification requirements. They are also the candidate's assigned mentor teacher's/school administrator's/preceptor's resource to understand and complete their part in field-based activities and requirements.

OVERVIEW OF POSITION

Primary duties will include the following core responsibilities:

Support Candidates (80%):

- **Regular Contact:** Maintain regular contact with assigned candidates through e-mail, Zoom, and/or phone. Conduct at least one onsite visit per quarter to support teacher candidate growth and development consistent with program expectations. *(Additional visits may take place if requested by members of the Learning Team and/or the Administrator).*
- **Learning Team (Triad) Meetings:** Facilitate three-way check-ins between the candidate, mentor teacher, and you to identify candidate strengths, areas of growth, and develop focused goals toward independent professional practice. Learning Team meetings may take place during site visits or scheduled via zoom at alternate times.
- **Observe/Coach:** Observe candidate activity in the field during site visits. Engage in reflective dialogue that supports identified learning goals based on observations and

program expectations. Provide support to the candidate and mentor teacher to establish and maintain shared goals and effective communication.

- **Feedback:** Provide verbal and written feedback on lesson plans, teaching practices, and professional standards and dispositions. Utilize program-specific tools and resources provided by the TCP and OFP&P for formative and summative evaluation of candidate progress towards meeting program expectations and standards. Review and respond to candidate reflective practice assignments as requested.

Document and Share Progress (10%):

- **Communication:** Maintain regular communication with program leaders and school partners regarding candidate progress. Document and report any concerns with program leaders and academic advisor/recruitment-retention specialists as soon as possible. Maintain TCP tracking document updates for each candidate.
- **Documentation:** Maintain written records of observations, Learning Team meetings, formal and informal feedback provided to the candidate, and facilitated mentor teacher-candidate agreements. Provide end of quarter documentation of candidate strengths and areas of growth to the TCP.
- **Recommendations:** You may write letters of recommendation and/or complete confidential reference forms as requested by candidates.

Program Support (10%):

- Attend Field Supervisor Orientation and periodic emergency/mandatory meetings as requested by the Administrator or the Office of the Dean staff.
- Program will host periodic meetings across the academic year for field teams to review their collective work.
- You are invited (but not required) to attend program-specific events geared toward current and prospective candidates/students, such as orientations, meetings, career fairs, and others.
- You are invited (but not required) to attend faculty/staff program-area events and meetings.