JOB DESCRIPTION FOR FIELD SUPERVISORS/TEACHING ASSOCIATES

Priority Application Review Date: Friday, May 29, 2020

Questions about the position may be directed to Carey Kirkwood, Director of Field Placements & Partnerships in the School of Education, at cjkirk@uw.edu.

A. Overview

The University of Washington Tacoma is a growing, urban-serving university deeply invested in its local communities. 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 about the SOE by visiting our website: https://www.tacoma.uw.edu/school-education/message-dean-endo

The UW Tacoma School of Education (SOE) is seeking Field Supervisors/Teaching Associates (hereinafter referred to as Field Supervisors) for our Teacher Certification Program (TCP) in the 2020-2021 academic year. We are specifically seeking field supervisors in the following areas: (a) Secondary Mathematics or Science Education, and (b) Special Education. TCP Field Supervisors are the primary advocates and contacts for teacher candidates during their field experiences. They act as liaisons between teacher candidates, SOE key personnel (Director of Field Placements & Partnerships/FP&P), SOE faculty, and academic advisors, and K-12 mentor teachers/school administrators throughout teacher candidates’ field experiences. Field supervisors report directly to the Director of FP&P. Renewal is possible given final enrollments, program needs, and satisfactory performance.

Field Supervisors assume primary responsibility for the assessment of each assigned candidate’s fieldwork and student teaching experience. They will use their knowledge, experience, and expertise to support teacher candidates in the successful completion of certification requirements such as the edTPA (Teacher Performance Assessment), Professional Growth Plans (PGPs), and candidate portfolios. Their load generally includes supervising a minimum of 6 assigned teacher candidates over the academic year.

Special statement on COVID-19: given the fluidity around K-12 and university operations for academic year 2020-2021, qualified applicants should be able and willing to prepare for remote supervision using tools such as Canvas, e-mail, phone, Teaching Channel, and videoconferencing (Zoom).
B. Primary Responsibilities

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<th>Primary Responsibilities &amp; % of Time</th>
<th>Summary of Primary Duties</th>
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| Evaluate, mentor, and supervise assigned teacher candidates to have a successful field and/or student teaching experience (75%) | • Maintain close communication with each assigned candidate throughout the field experience, providing regular assistance and support as needed.  
• Meet regularly on-site or remotely with each candidate (2-3 times per month, or more frequently if additional support is required) to observe performance in the field and provide constructive feedback on areas for improvement. Maintain a record of those visits and any key topics addressed.  
• Connect with candidate at least monthly to discuss mentor observations, areas going well, concerns, etc.  
• Evaluate the candidate at regular intervals through observations and use of both the Assessment of Standards for Essential Skills and Dispositions, and the program’s Formal Lesson Observation tools. Support mentor teachers in scheduling and using the evaluation tools.  
• At least once each quarter, convene a meeting with the candidate, mentor, and the field supervisor team (triad) to assess each’s candidate progress, and develop a collaborative plan for continued growth and movement toward independent teaching  
• Write a final letter of recommendation for certification records and candidate support.  
• Complete confidential reference forms as needed/requested by the candidate. |
| Share regular progress reports on candidates with the Director of FP&P and Mentor Teacher as needed (15%) | • Support candidates in meeting edTPA requirements. Work with the Director of FP&P to become familiar with and use the current edTPA and TPEP tools/rubrics as part of candidate discussions and evaluation of progress.  
• Communicate regularly with the Director of FP&P regarding candidate progress. As needed, document and communicate regularly any concerns with the Director of FP&P. |
| Participation in Program Events and Meetings (10%) | • In collaboration with the Director of FP&P and/or faculty of record of reflective seminar, assist with the facilitation of select small groups of candidates during the teaching internship.  
• Attend regular events and meetings on campus or remotely with other faculty and/or field supervisors such as field supervisor meetings and professional development events on campus for mentor teachers (e.g., co-teaching, edTPA seminars, orientations). |
C. Minimum Qualifications
   1. Bachelor’s degree from an accredited college or university.
   2. A minimum of 3 years of successful experience teaching in K-12 schools as a certified teacher in the specific content area or grade ranges specified in the overview description.
   3. A commitment to supporting the success of diverse teacher candidates, particularly individuals who have been underrepresented and underserved in K-12 and higher education.
   4. Ability to use technology including e-mail, Internet, Microsoft Office Suite tools, Teaching Channel, and Zoom to communicate with assigned teacher candidates, school partners, and SOE personnel.
   5. Evidence of a professional demeanor including the ability to maintain confidentiality and resolve conflict diplomatically.
   6. Ability to closely collaborate, communicate, and listen to colleagues in SOE, mentor teachers, and school leaders to support the success of teacher candidates.
   7. Ability to work independently and complete multiple tasks in a timely manner with little direction.
   8. Excellent verbal and written communication skills.
   9. Ability to regularly travel between UWT and school sites (SOE reimburses field supervisors for mileage in accordance to program, University, and state policies).

D. Preferred Qualifications
   1. Master’s degree in education or related field.
   3. Experience coaching, mentoring, and/or supporting practicing or pre-service teachers (e.g., instructional coach, school leader, TOSA, prior university experience as a supervisor, or equivalent).
   4. Familiarity with edTPA (Teacher Performance Assessment) requirements as implemented in Washington State.
   5. Experience teaching in multicultural or urban public K-12 schools.

Both in-state and out-of-state applicants eligible to work in the United States are welcome to apply. However, current full-time employees and/or public state employees are responsible for securing all proper approval from their immediate supervisors regarding outside work if applicable.

E. Application Procedures
All positions are open until filled, although our priority application deadline for full consideration is Friday, May 29, 2020. Compensation is competitive. Qualified applicants may remain in a pool as needs may arise. To apply for this opportunity, please review our instructions here (send all materials to uwted@uw.edu):
https://www.tacoma.uw.edu/sites/default/files/sections/SchoolofEducation/part_time_lecturer_application_instructions_revised_09-2018.pdf