Job Description for the EDUC 205 Site Supervisor

Responsibilities:

The EDUC 205 Site Supervisor works collaboratively with a site in Wilmington that hosts a field placement for the course EDUC 205 – Human Development: Grades K-8. Approximately 30 University of Delaware EDUC 205 students mentor children and youth each day at the site. The primary responsibility of the Site Supervisor is to ensure a quality mentoring experience for the children and youth at the site and University students by coordinating the site logistics, assisting the students, and communicating site and student activities with the course instructors and the Office of Clinical Studies.

Reports to: Associate Director, Delaware Center for Teacher Education, Office of Clinical Studies

Specific duties include:

- Building a relationship with the site and the site directors.
- Being familiar with the EDUC 205 Mentoring Manual.
- Meeting University students at the site.
- Taking attendance at each site daily.
- Reporting attendance weekly to the EDUC 205 instructors via email and copying the Office of Clinical Studies on the e-mails.
- Monitoring student participation and interactions with the children and youth.
- Communicating with the Office of Clinical Studies via e-mail weekly regarding successes, issues, or concerns that may require support from the office or the instructors.
- Providing guidance to students in various situations that might occur on site.
- Contributing to the future success of the relationship with the site by providing feedback to instructors, the Office of Clinical Studies, and the site.

Required Qualifications

- Bachelor’s Degree
- Experience working with children and adolescents.
- Effective communication skills.
- Positive disposition, energetic, flexible, and collaborative.
- Ability to lead young adults.
- Has reliable transportation and a valid driver’s license.
- Experience with mentoring preferred.

Time Commitment

- Fall and Spring Semester – 10 weeks each semester (Fall: September to Early December, Spring: February to Mid-May)
- 3 Days/Week – Monday, Tuesday, Wednesday from 3:45 – 5:45 (6 hours per week)

To apply, please provide cover letter and resume to Naima Hall at naima@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.html.