EDUC 210 Site Supervisor

Responsibilities:

The EDUC 210 Site Supervisor works collaboratively with the Office of Clinical Studies, UD Faculty and an assigned school site that hosts field placements for the course EDUC 210 (Beginning Literacy: Grade K-1). As a part of the course field component, approximately 40 University of Delaware EDUC 210 students tutor classroom children twice a week at the school site. The primary responsibility of the Site Supervisor is to ensure a quality tutoring experience for the participating child at the site and the University students by coordinating the site logistics, assisting the UD student, and communicating site and student activities with the course instructors and the Office of Clinical Studies.

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

Specific duties include:

- Building a relationship with the site and school administrators
- Being familiar with the EDUC 210 course field components
- Meeting/greeting University students at the school site
- Taking attendance during each site visit and ensuring all UD students arrive/leave promptly via the provided bus transportation
- Reporting attendance weekly to the EDUC 210 course instructors via email and copying the Office of Clinical Students on the email communication
- Monitoring student participation and interactions with the school-aged children
- Communicating with the Office of Clinical Studies via email weekly regarding success, issues, or concerns that may require support from the office or the course instructors
- Collaborating with the course instructors regarding placement development and effectiveness
- Providing guidance to students in various situations that might occur on site
- Contributing to the future success of the relationship with the school site by providing feedback to course instructors, the Office of Clinical Studies, and the school site as needed
- Participating in any required Site Supervisor trainings and meetings as determined by the Teacher Preparation Program and/or Office of Clinical Studies

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 literacy instruction preferred
Time Commitment

- Fall and Spring Semester – 5 weeks each semester (Fall: September to Early December, Spring: February to Mid-May)
- 2 Days/Week – Tuesday and Thursday from 8:30am – 9:00am (1hr per week, no more than 1.5 hrs per week)

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

Employment offers will be contingent upon successful completion of a criminal background check and any required university and/or state mandated clearances to work with P-12 children. 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