EDUC 419 Site Supervisor

Responsibilities:
The EDUC 419 Site Supervisor works collaboratively with the Office of Clinical Studies, UD faculty and assigned school sites that host UD candidates. The Site Supervisor monitors and supports teacher candidates who are completing their field experience for the course EDUC 419 – Diversity in Secondary Education. The teacher candidates are assigned to a cohort in a middle school where they will support instruction in a diverse setting. Approximately 15 cohorts of candidates will engage with learners in one of four local middle school locations. The primary responsibility of the Site Supervisor is to ensure a quality field experience for the learners at the site and the candidates by coordinating the site logistics, assisting the candidates, and communicating site and candidates activities with the clinical educators, course instructors, and the Office of Clinical Studies.

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

Specific Duties

• Communicate with clinical educators at the site, course instructors, and the Office of Clinical Studies every other week via email noting concerns and successes.
• Monitor attendance logs of candidates at the site.
• Support candidates at the site.
• Monitor candidate participation and interactions with middle school-aged learners.
• Provide guidance to candidates in situations that may occur at the site.
• Provide instruction for completing online feedback on Taskstream for assessment that will provide data on the candidates to the Office of Clinical Studies.

Required Qualifications

• Bachelor’s Degree, preferably with a concentration in Secondary Education.
• Experience working with adolescents.
• Strong communication skills.
• Skills and experience mentoring young adult learners.
• Positive disposition, energetic, flexible, and collaborative.
• Ability to lead teacher candidates.
• Reliable transportation and a valid driver’s license.

Time Commitment

• Fall and Spring Semester – 4 visits throughout the semester over the 10-week placement.
  o Visit 1 – Providing candidate orientations and visiting classrooms.
  o Visit 2 – Visiting classrooms, monitoring attendance logs, conferring with clinical educators, and distributing and providing directions for completing evaluations.
  o Visit 3 – Visiting classrooms, monitoring attendance logs, conferring with clinical educators, and answering questions for clinical educators concerning evaluations.
  o Visit 4 – Monitoring attendance logs, conferring with clinical educators, and encouraging clinical educators to complete the feedback forms for students.
• 4 days a week – Monday, Tuesday, Wednesday, Thursday (one day per site).
• Times for visits – 7:15 – 10:15 a.m.
To apply, please provide a cover letter and resume to Kim Cavallio at cavallio@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