Special Education Field Instructor Job Description  
ME.d Exceptional Children and Youth 4+1 Program

Graduate Internship Supervisors in the School of Education play an important role in the education of teacher candidates in the 4+1 program. The primary role of the Supervisor is to teach and support teacher candidates who are enrolled in their autism/severe disabilities, elementary special education, or secondary special education graduate intern experience.

Essential Duties and Responsibilities:

- Supervises teacher candidates enrolled in EDUC 750: Graduate Internship by providing guidance, feedback, and support according to current standards in the field and program requirements. Assists the teacher candidates in their development of the knowledge, skills, and dispositions to be effective in their classroom. Communicates with them on a regular basis to monitor the candidates’ experiences and address concerns.
- Engages in at least three observations and post-conferences with teacher candidates to give verbal and written feedback designed to facilitate their professional growth.
  - The observations and post-conferences are conducted at regular intervals throughout the internship experience.
  - The number of observations and post-conferences depends on the level of support needed by the teacher candidate.
- Creates improvement plans and/or completes dispositions forms when appropriate.
- Participates in formal midpoint and final three-way conferences with clinical educators to evaluate the teacher candidates’ practice using the University summative evaluation tool. Records the final evaluation scores in the Office of Clinical Studies database (Task Stream).
- Coaches and scores teacher candidates on their performance assessment (edTPA). Records the scores in the School of Education database (Task Stream).
- Orient the clinical educators at the beginning of the semester on the required activities and program policies. Communicates with the clinical educators on a regular basis to monitor the candidates’ experiences and gain their perspective on the teacher candidates’ performance.
- Participates in the teacher candidate orientation at the beginning of the semester.
- Writes letters of recommendation for teacher candidates, when appropriate.
- Engages in professional development session provided by the School of Education.

Qualifications:

- Master’s degree or equivalent in special education, autism and severe disabilities or related field.
- Minimum of three years of related job experience at the grade level(s) relevant to the area of supervision.
- Knowledgeable about current best practices in the field of education.
- Teacher certification in the area(s) of supervision. If the certificate is expired, then specific additional activities will need to be completed prior to supervising teacher candidates.
- Experience in supervising preservice and/or inservice teachers preferred.

Interested persons can send a cover letter and resume to Bridget Duda at bduda@udel.edu.