University of Delaware  
Position Description

Context:
The Alternative Routes to Teacher Certification (ARTC) Program, located in the Delaware Center for Teacher Education, offers an alternative to the traditional route to teacher certification in Delaware. The ARTC program, created and funded by state legislation in June 1996, provides qualified individuals a pathway to complete certification requirements while they are employed as full-time teachers -- through a state-approved program of professional education course work, intensive, school-based supervision, and mentoring in lieu of student teaching. Under the limited direction of the Director of DCTE, the Academic Advisor will collaborate with ARTC personnel in the administration of the Alternative Routes to Teacher Certification program. In addition to coaching teacher candidates (ARTC participants) in the program, the Academic Advisor is responsible for processing applications and letters, and monitoring participants’ progress.

Major Responsibilities:
- Processes applications
- Monitors progress for all active program participants
- Writes/issues all letters
  - Welcome
  - Status
  - Withdrawal
  - Dismissal
  - Completion
  - Satisfactory Progress
- Ensures active program participants are registered for appropriate courses each semester (Consult w/AA)
- Records all schedule adjustments and letters issued in database
- Monitors and tracks ACE progress
- Monitors and tracks Orientation progress

Qualifications:
- Bachelor’s degree in an educational field with at least five years of experience in education
- Experience teaching in grades PK-12 preferred, but not required
- Effective project management and organizational skills
- Effective written and oral communication skills
- Strengths in mentoring and working with adult learners
- Intermediate computer skills with ability to create and maintain databases
- Ability to work effectively with a wide range of constituents in a diverse community

To apply for this position, please send your resume, cover letter, and contact for three references to Liz Terlecki, Associate Director, at terlecki@udel.edu.