**Secondary Site Supervisor**

**Responsibilities:**

The Secondary 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 courses EDUC 413 – Adolescent Development and Educational Psychology, and 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 20 cohorts of candidates will engage with learners in one of up to six local high schools and two 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 school-aged learners.
- Provide guidance to candidates in situations that may occur at the site.
- Be familiar with 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**

- Education 413
  - Fall and Spring Semester – 2 visits each school throughout the semester.
    - Visit 1 – Visiting AVID classrooms, conferring with teacher candidates and clinical educators.
    - Visit 2 – Visiting AVID classrooms, answering questions and encouraging clinical educators to complete the feedback forms.
  - Up to 12 total school visits spread throughout the semester.
  - Times for visits – 7:15 – 10:15 a.m.
Education 419
  o Fall and Spring Semester – 3 visits throughout the semester over the 10-week placement.
    ▪ Visit 1 – Visiting classrooms, monitoring attendance logs, and conferring with clinical educators.
    ▪ Visit 2 – Visiting classrooms, monitoring attendance logs, conferring with clinical educators, and answering questions for clinical educators concerning evaluations.
    ▪ Visit 3 – Monitoring attendance logs, conferring with clinical educators, and encouraging clinical educators to complete the feedback forms for students.
  o 2 days each visit week – Monday and Tuesday, or Wednesday and Thursday (two days per site).
  o Times for visits – 7:15 – 10:15 a.m.

To Apply: Please send your resume to Kimberly Cavallio: cavallio@udel.edu