



Savannah State University
Position Description – Assistant Professor Teacher
Education and Coordinator for Field/Clinical Experiences

POSITION DESCRIPTION

Position Title: Assistant Professor Teacher Education and Coordinator for Field/Clinical Experiences FLSA Status: Exempt

Reports to: Director of Teacher Education

Division: School of Teacher Education

Date Prepared: July, 2011

BASIC FUNCTION

Coordinate teacher education field experiences and clinical practices for undergraduate programs in collaboration with its public school partners and the various programs at Savannah State University. The coordinator directs field experiences and clinical practices which include placement of candidates, observations, practicums, and student teaching. Additional responsibilities include the oversight of field supervisors and teaching responsibilities.

NATURE & SCOPE

The Coordinator for Field Experiences and Clinical Practices directs field experiences and clinical practices which include observations, practicums, and student teaching. The position is responsible for ensuring that Memoranda of Understandings are completed with all service area schools where candidates will be placed. Additionally, the position will coordinate with SSU's Human Resource Office and the Office of Student Affairs regarding the process for SOTE students' background check prior to field and clinical experiences.

PRINCIPLE ACCOUNTABILITES

- Coordinate field placements in 6-12 schools
- Facilitate selection, training and support of secondary school cooperating teachers and university supervisors;
- Coordinate field and clinical initiatives
- Serve as liaison to public schools and district personnel on issues related to field and clinical experiences
- Facilitate resolutions to student and field-related issues
- Serve on Teacher Education Council and other committees as deemed appropriate
- Maintain strong communications with all those involved in field experiences
- Teach courses and/or supervise as appropriate
- Other duties as assigned by the director

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Doctorate (Ph.D. or Ed.D.) in education; a minimum of three years public school teaching experience; effective presentation skills; experience in college-level teaching and/or teacher professional development desired; pre-service and/or in-service teacher supervision experience desired; strong leadership skills; administrative experience in public schools desired; excellent organization and communication skills; excellent interpersonal skills and proven success working in a team-oriented environment; experience with university-school partnership work desired; and education and experience to justify an initial faculty appointment.