Major Purpose:
This is a full-time, tenure-track, faculty position. The Coordinator of Field Experience ensures quality and facilitates the placements of K-12 multiple and/or single subject field experiences for candidates including student teaching in both public and private schools. Additionally this position requires a teaching load equivalent to one 3 unit course per semester.

Performance Responsibilities:
1. Authentically supports the mission, vision, and values of the university and department
2. Models the highest standards of professional, responsible, accountable and ethical conduct
3. Demonstrates outstanding student and stakeholder service
4. Supports, evaluates and creates clear and effective communication processes for student teachers, faculty, supervisors, cooperating master teachers, principals, and school districts.
5. Recruits, interviews, supports and evaluates supervisors and cooperating master teachers (Greater Sac Region)
6. Trains and supports university faculty, staff and supervisors in satellite locations (e.g.: San Jose)
7. Builds relationships with partner schools, principals, teachers and assisting with continuous strengthening of department links and service to the community
8. Develops and manages Memorandums of Understanding (MOU) for Field Experiences
9. Observes, supports, and evaluates candidates during their student teaching placements
10. Respond quickly and problem solve student teacher, faculty, supervisor, cooperating master teacher, principal, and constituent group concerns
11. Analyze and evaluate the effectiveness of field experiences systems and processes
12. Coordinate Mock Interviews at Rocklin campus
13. Collaborative influencer and presenter at the “The Education Conference”
14. Participate in Department outreach and recruitment endeavors
15. Travel to district and school sites
16. Participate in weekly Department meetings at WJU in Rocklin, CA
17. Provide academic mentorship and advisement to candidates
18. Participate in University culture, including committees, as required

Qualifications

Education/Certifications:
1. An earned doctorate or ABD in Education or related field
2. A California state teaching credential
3. At least five years of exceptional public school teaching and/or administrative experience

Required Knowledge:
1. A high degree of experience and understanding of educational technology
2. Experienced in the use of online tools (e.g.: Moodle)
3. Calibrated in all four CalTPA Tasks or commitment to participate in CalTPA calibration
4. A high degree of familiarity with California Common Core/Content Standards and Frameworks

Skills/Abilities:
1. A strong record of team work, collaboration, communication, and interpersonal skills
Working Environment:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation William Jessup University doctrinal statement of personal Christian faith.

Working Conditions:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

Physical Activities and Requirements of this Position:

While performing the duties of this job, the employee is regularly required to talk and hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform this job, I must immediately inform administration.

____________________________________  ____________________
Employee Signature                Date