Job Title: Full-time Faculty/ Field Experience, Coordinator  
Department: School of Education (SOE)  
Supervisor: Dean, SOE  
FLSA Status: Exempt

Major Purpose:  
This is a full-time, tenure-track, faculty position at the Rocklin Campus. The Field Experience (FE), Coordinator directs all aspects of the School’s Field Experiences and credentialing assessments. This position ensures quality and facilitates the placements of multiple and/or single subject field experiences for candidates including student teaching in both public and private schools. The responsibilities of this position will be equal to sixteen leadership/administration and eight teaching units over the course of an academic school year.

Performance Responsibilities:
1. Authentically support the mission, vision, and values of the university and School  
2. Model the highest standards of professional, responsible, accountable and ethical conduct  
3. Model effective teaching and training  
4. Support, evaluate and create clear and effective communication processes for student teachers, faculty, supervisors, cooperating master teachers, principals, and school districts  
5. Anticipate and respond quickly to student teacher, faculty, supervisor, cooperating master teacher, principal, and constituent group needs  
6. Recruit, assign, support and evaluate supervisors and cooperating master teachers  
7. Develop, implement and manage Memorandums of Understanding (MOU) for Field Experiences  
8. Develop and maintain student teaching placements  
9. Coordinate TPA reporting, training and processes  
10. Coordinate state examination workshops  
11. Analyze and evaluate FE and assessment data annually for educational effectiveness and continuous improvement  
12. Review and update appropriate handbooks, training and data collection tools  
13. Coordinate Mock Interviews at Rocklin campus  
14. Collaborative influencer and presenter at the “The Education Conference”  
15. Member of the SOE’s Leadership Team and participate in weekly meetings  
16. Participate in University culture, faculty responsibilities including committees, and other assignments as required

Qualifications  
Education/Certifications:  
1. A minimum of a master’s degree in Education or related field  
2. A California state teaching credential  
3. Experience in evaluating teachers  
4. Experience in providing professional development for teachers  
5. 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/Standards and Frameworks
Skills/Abilities:

1. A strong record of teamwork, 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 the 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 are 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