MAJOR PURPOSE:
A Supervisor for the School of Education (S.O.E.) at William Jessup University (WJU) is responsible for supporting and evaluating Preliminary Multiple and Single Subject Candidates in their Student Teaching placements. These placements include public and privates schools, grades K – 12.

ESSENTIAL FUNCTIONS:
● Strong support of the WJU and S.O.E. mission and vision statements
● Represent WJU and S.O.E. in a professional and positive manner in the community
● Work collaboratively with candidates, CMTs, principals and other constituency groups
● Coordinate and conduct Student Teaching Launch meetings with Candidate and Cooperating Master Teachers (CMTs) at placement school site
● Observe, support and evaluate candidates during their student teaching placement, including post observation meetings
● Support and facilitate candidates’ reflections and progress in their application of Teacher Performance Expectations (TPE) and the Credentialing program’s Student Learning Outcomes in the classroom
● Be a willing and accessible resource for Candidates, CMTs and principals

OTHER FUNCTIONS:
● Travel to school sites and WJU Rocklin Campus
● Participate in a Supervisor Training meeting and Monthly Supervisor Meetings on WJU Rocklin campus

QUALIFICATIONS
● An earned Master’s degree in education and/or related field
● A California state teaching Credential
● At least five years of exceptional public school teaching experience
● A high degree of familiarity with California Content Standards and Frameworks
● Calibrated in all four CalTPA Tasks or be willing to participate in CalTPA calibration training
● A sound Christian testimony with the ability to integrate faith and learning
● Sound Christian testimony with the ability to integrate faith and learning
● Subscribe to the statement of faith for William Jessup University
● Subscribe to the community covenant for William Jessup University

SKILLS / ABILITIES
● High degree of initiative and is very conscientious
● Strong oral and written communication skills
● Ability and willingness to work effectively with international students
● Willingness to build and teach fully online courses

WORKLOAD
● TBD

PENDING AVAILABLE FUNDING
MENTAL DEMANDS

- Ability to integrate Christian thought and values in all aspects.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

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 reservations the William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee’s performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

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 or 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 my job, I must immediately inform administration.

____________________________________  ____________________________
Employee Signature                      Date