

# Teacher Education Fieldwork and Assessment Manager

## Posting Details

<b>Position Title</b>	Teacher Education Fieldwork and Assessment Manager
<b>Position Type</b>	Administrator
<b>Job Number</b>	20170893
<b>Full or Part Time</b>	Full Time
<b>Employee Status</b>	Regular
<b>Posting Date</b>	02/01/2020
<b>Job Description Summary</b>	Responsible for managing and coordinating Teacher Education and Integrated Educational Studies fieldwork in the Attallah College of Educational Studies and the coordination and processing of aspects of California Teacher Performance Assessment (CalTPA) functions.
<b>Responsibilities</b>	<p>Teacher Education Fieldwork (MAT, SPED, MACI)</p> <ul style="list-style-type: none"><li>• Disseminate student teaching application deadlines, student teaching protocols, etc.</li><li>• Communicate fieldwork protocols and deadlines to faculty and students</li><li>• Enroll all students into student teaching courses</li><li>• Review student teaching applications and identify appropriate placements</li><li>• Coordinate student teaching and practicum placements every semester working with all district leaders</li><li>• Plan and train all university supervisors on the role and all technology related programs (TaskStream, Canvas, and GoReact)</li><li>• Conduct calibration for all university supervisors on the EDA tool as well as the Fieldwork Observation Evaluation Forms</li><li>• Plan and coordinate orientation for mentor teachers</li><li>• Coordinate university supervisor placements</li><li>• Ensure credential matching – supervising teachers must possess the same credential as the teacher candidate (mild/moderate or moderate/severe)</li><li>• Collect, analyze, and disseminate student teaching-related data from TaskStream (including summative and formative evaluations by mentor teachers and supervisors, evaluations of master teachers and supervisors, etc.) and report to PCs.</li><li>• Work with university supervisors and program coordinators on any student teaching related issues</li><li>• Coordinate and lead the Student Teaching and Practicum Orientation for all programs including any Professional Development workshops, meetings and student-teaching related events.</li><li>• Hire and maintain oversight of all university supervisors, lead monthly meeting and collect work logs</li><li>• Maintain ongoing communication to mentor teachers</li><li>• Develop partnerships with school site mentors and administrators to build capacity</li><li>• Obtain and maintain district fieldwork and internship MOUs</li><li>• Coordinate fieldwork needs with Program Coordinators and course instructors for all programs</li><li>• Process and track all Practicum and Student Teaching invoices and mentor teacher payments from School Districts (Identify all Mentors, create all NON-POs and send to AP)</li><li>• Process Student Teaching Supervisors mileage forms and payments</li><li>• Attend CTC meetings regarding all fieldwork</li><li>• Participate in ongoing MACI advising meetings to present fieldwork expectations</li><li>• Attend and present fieldwork expectations at New Student Orientation</li><li>• Assign Fieldwork Orientation Course with assessment to all students in all programs with fieldwork obligations.</li><li>• Work with Risk Management to assign fieldwork module for all students interacting with youth during fieldwork</li><li>• Verify all enrollment is accurate for student teaching courses</li><li>• Lead all communication for the practicum course by connecting with site administrators</li><li>• Facilitate OUSD district training for the MACI program at the beginning of the academic year for the residency program.</li><li>• Lead Mentor Teacher Training at the district office for OUSD mentor teachers.</li><li>• Maintain updates of all fieldwork related handbooks</li><li>• Maintain and collect all data in TaskStream and verify the uploading of all critical documents, Permission Slips, Fieldwork Logs, IDPs, verifying completing by students and supervisors</li><li>• Upload IDP and Fieldwork Logs to ImageNow</li><li>• Work with the Assessment Office to align all dates and project needs in TaskStream and Qualtrics</li><li>• Maintain all Student Teaching Dens on Canvas with the most up-to-date information (handbooks, documents, TPA)</li><li>• Track and maintain all early fieldwork documents for MACI students located in OUSD</li><li>• Attend all college and weekly meetings as assigned</li></ul> <p>CalTPA Coordinator</p> <ul style="list-style-type: none"><li>• Attend all CTC/Pearson CalTPA seminars and meetings</li><li>• Provide up-to-date training and disseminate all communication regarding the CalTPA to faculty, staff, supervisors, and students</li><li>• Lead CalTPA workshops and Q&amp;A sessions for all MACI and MAT students and any SPED dual credential students</li><li>• Lead CalTPA training and guidance for any “off-track” students</li><li>• Host uploading sessions to assist with technical help</li><li>• Meet with all students individually on the CalTPA</li><li>• Remediate with students that do not pass the CalTPA</li><li>• Track CalTPA vouchers including requesting and invoicing for payment – deliver all vouchers to stduetns.</li><li>• Track remediation &amp; resubmission of CalTPA</li><li>• Update program evals (PeopleSoft) with CalTPA scores</li><li>• Use EdReports to collect all TPA data to report to Assessment Office and Program Coordinators</li><li>• Join courses as a guest for CalTPA Q&amp;A opportunity</li></ul>
<b>Required Qualifications</b>	<p>Advanced degree or professional credential in educational field (e.g., MA in Education, multiple subject teaching credential, Mild/Moderate special education teaching credential)</p> <p>A minimum of three years’ experience in pre-k-12 educational settings</p> <p>Working knowledge of State standards and requirements for teaching and service credentials.</p> <p>Knowledge of educational practices in California school systems related to employment of teachers and teaching interns</p> <p>Strong organizational skills to plan and prioritize work to meet deadlines and help students find appropriate field placements</p> <p>Strong communication and interpersonal skills.</p> <p>Strong computer skills in the use of Microsoft Office Suite applications.</p> <p>Strong technical skills to learn and use enterprise and other systems needed to perform job functions.</p> <p>Attention to details.</p> <p>Ability to work independently and as a team.</p> <p>Ability to interpret and apply rules and regulations.</p> <p>Ability to demonstrate tact and diplomacy and maintain confidentiality.</p> <p>Proven ability to work independently and evaluate data, assess alternatives and formulate logical and sound decisions and/or recommendations.</p>
<b>Desired Qualifications</b>	<p>Knowledge of video files, uploading video files, and transferring video files.</p> <p>Ability to compress student video files using Roxio Software</p> <p>Ability to upload video files to Vimeo securely.</p> <p>Knowledge of and ability to learn PeopleSoft, ImageNow and TaskStream, Canvas, Qualtrics and GoReact.</p>
<b>Special Instructions to Applicants</b>	<p>Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.</p> <p>The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening, and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.</p>

## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

## Applicant Documents

### Required Documents

1. Resume
2. Cover Letter
3. Letter of Recommendation 1

### Optional Documents

1. Certification/License