

LaFetra College of Education Fieldwork Specialist

Job Vacancy Announcement

Position Information

Functional Title LaFetra College of Education Fieldwork Specialist

Position Type Classified

Appointment Type Regular

FTE % 100

Work Schedule (if atypical)

Job Description Summary

The Fieldwork Specialist will collaborate with the LaFetra College of Education United Fieldwork Team to facilitate teacher education candidate fieldwork placements, review applications for interns and student teachers, and support fieldwork administrative processes in our teacher credential programs. Essential skills include communication with fieldwork supervisors, teacher candidates, faculty and administrative staff. The Fieldwork Specialist will have strong organization skills and the ability to make independent decisions as well as collaborate with others in decision making; have technological competence with multiple digital platforms and office software. Familiarity with California state teacher credential requirements, K-12 district processes and procedures and the ability to interact with regional school districts is desired. This position is open to hybrid/remote working environment.

The University of La Verne is a private not-for-profit university founded in 1891 located in La Verne, California. The core values that we live by are Ethical Reasoning, Diversity and Inclusivity, Lifelong Learning and Community and Civic Engagement.

If you're passionate about these values, join us at the University of La Verne!

Specific Duties

- Support daily operations and activities in the united fieldwork office, across regional campuses. Work closely with directors, students, staff, faculty, credential analysts, TPA Coordinator to facilitate effective placement of fieldwork candidates.
- Student and Supervisor Communication: Provide teacher credential candidates with information on policies and procedures regarding fieldwork experiences required for their credential programs. Collaborate with fieldwork supervisors and school district personnel in coordinating placement and support for teacher candidate fieldwork placements as requested. Respond to inquiries related to placements, providing clarification as needed. Assist with problem solving if there is an issue with student placements. Support training of supervisors.
- Student Teaching/Fieldwork Applications ROC: Receive and process student early fieldwork applications, maintain and update relevant student records, including notifications and confirmations of placements.
- Intern Packets ROC: Receive and process student teaching and intern applications, maintain and update relevant student records, including notifications and confirmations of placements. Collaborate with Credential Analysts in processing appropriate intern applications.
- Maintain fieldwork site contracts for regional campuses in various programs. This includes Teacher Education, Inclusive Education, and other programs as appropriate. Maintain and coordinate an appropriate number of fieldwork sites, generate new fieldwork sites and manage contracts.

- Coordinate Fieldwork Payments, reimbursement, master teacher pay and time sheets.
- At all times maintain confidentiality of LFCE information; support and participate in a positive work environment through appropriate communication with co-workers; work collaboratively toward staff team goals; attend staff meetings and trainings; create and work toward professional goals as developed with supervisor.
- Other duties as assigned

Minimum Qualifications

- Bachelor's degree from an accredited institution
- Must possess excellent communication/interpersonal relationship skills.
- Familiarity with K-12 district processes and procedures.
- Experience with California teacher credentialing processes.
- Knowledge of university policies and procedures.

Preferred Qualifications

- Experience in Higher Education credentialing processes.
- Understanding of the Cal TPA process.
- Technological competence with multiple platforms.
- Ability to balance multiple tasks in a fast paced environment.
- Proficiency in Microsoft Office Suite Proficient in web design.
- Master's Degree

Benefits Summary

Salary will be commensurate with experience and internal equity. Benefits include a comprehensive health and wellness plan, tuition remission program for employee, spouse, and dependent children, a generous contribution to the University's 403B retirement plan, and a generous time off plan.

Employment is contingent upon successful completion and clearance of a background check and employment verification.

Location

Other

Number of Vacancies

1

Posting Detail Information

Posting Number

2018-190736SA

Posting Link

<https://laverne.peopleadmin.com/postings/10142>

Special Instructions to Applicants

Open Date

Close Date

Open Until Filled

Yes
