

**TITLE: Director of Teacher Field Experiences**

**COLLEGE:** Education and Psychology

**DATE PREPARED:** July 28, 2011

**REPORTS TO:** Associate Dean, Teacher Preparation

**FLSA:** Exempt; 10.5 Months (.5 FTE)

**POSITION SUMMARY:**

The director ensures quality and accountability for all pre-service field placements and internship seminars/experiences in the residency certification program. The director also monitors and supports candidate passage of all program and state performance assessment expectations.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Communicates effectively with staff, faculty and administrators to ensure consistent and effective implementation of adopted policy/procedures and program approval standards.
5. Develops and prepares internship/field experiences publications for candidates in residency-based programs outlining College expectations, policy, and procedures, for candidates, regional directors, University facilitators, and Core teachers.
6. Facilitates the issuance of School District Partnership Agreements for internships and field placements.
7. Coordinates pre-admission to internship interviews with Program Staff, Certification Officer, Regional Directors, and Associate Dean.
8. Recommends the employment, coordinates, and evaluates the performance of all University Internship Facilitators with support from Regional Directors.
9. Provides leadership and coordination of field experiences and internship experiences through effective communication with faculty, staff, and regional directors, and administrators.
  - a. Supervises/coordinates the placement of interns at both the undergraduate and graduate levels through the Regional Directors.
  - b. Sets common outcomes with regional directors/designee for all seminars; plans and implements campus-based seminars.
  - c. Visits a representative sample of regional internship seminars each semester.
  - d. Works with Certification officer to ensure all student teachers have met all requirements (e.g., valid background clearance) prior to entering the classroom.
  - e. Facilitates/develops, and implements intervention/remediation plans with University facilitator for candidates who experience performance concerns during internship and field experiences.
  - f. Conducts in-service workshops for University Facilitators and core teachers related to policy, internship (co-teaching) procedures, and the Teacher Performance Assessment.

10. Participates in appropriate meetings and activities related to the position (i.e. faculty and department chair meeting, Professional Education Advisory Board, WACTE, Program and Internship Admission Interviews, Teacher Quality Partnership Grant).
11. Works with a team of colleagues across multiple sites and program delivery models to ensure candidates are successful on required performance assessments (e.g. Professional Competence Assessment Instrument, Teacher Performance Assessment)

**OTHER DUTIES AND RESPONSIBILITIES:**

Performs other functions as necessary or as assigned by Associate Dean of Teacher Preparation.

**.KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. M.Ed. Degree/ terminal degree/ equivalent experience in education related field.
2. Strong leadership and administrative skills; demonstrated skill in coaching adult learners.
3. Successful teaching experience in elementary and/or secondary classroom; college teaching experience preferred.
4. Demonstrated skill in using technology as a management and teaching tool.
5. Strong interpersonal, organizational, oral and written communication skills.
6. Ability to resolve issues and communicate difficult messages in an effective manner.
7. Initiative and commitment to accomplishment.
8. Ability to travel to regional locations as required.

Interested and qualified applicants may submit  
Curriculum Vitae, Letter of Interest and Three  
References to:

[humanresources@heritage.edu](mailto:humanresources@heritage.edu)

or

Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948

Position Opened Until Filled