

# California State University, Fresno Foundation

## TEACHER EDUCATION CANDIDATE PLACEMENT COORDINATOR – OFFICE OF CLINICAL PRACTICE

JOB ANNOUNCEMENT #22-291

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Office of Clinical Practice through the California State University, Fresno Foundation.</b> Fresno State's Office of Clinical Practice (OCP) assists in the placement of teacher education candidates under the accreditation of the California Commission on Teacher Credentialing. This role will oversee the placement of student teachers and intern teachers (Approximately n=500) in public school contexts for three Basic Credentials (MS, SS, SPED) in the Kremen School of Education and Human Development. This position is a 12-month California State University, Foundation employee who will also assist with organizing and facilitating professional development opportunities, partner outreach, and accreditation responsibilities.</p> <p>Under the direct supervision of the Associate Dean, the Teacher Education Candidate Placement Coordinator (TEPC) works with the credential program coordinators and the Teacher Education Assistant Director to ensure Kremen is preparing teacher candidates to be ready for employment. The TEPC has knowledge of curriculum, pedagogy, and current research in effective teacher preparation and clinical practice. The TEPC is responsible for the full scope of the internship and field placement of credential placement process. Assignments include independently performing the following: planning, organizing, prioritizing, interpreting, and applying discretionary skills to student teaching and University coach placements; coordinating tasks and events requiring timely and accurate planning; applying, interpreting, and ensuring compliance with applicable university, division level, and California Commission on Teacher Credentialing (CCTC) policies, procedures, and guidelines. They will also be responsible for bringing the Intern program and related teacher education processes in alignment to avoid duplication and assure high quality service to all Kremen teaching candidates.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Associate Dean, the incumbent will be responsible for the following tasks. Typical duties include, but are not limited to:</p> <p><u>Intern and Student Teacher Placements:</u></p> <ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships with Central Valley districts, including personnel with responsibilities for student teaching placements, and with the support of the Internship-Field Placement Analyst, the Office Administrative Assistant, and the Director of Teacher Education to secure placements for teacher candidates. <ul style="list-style-type: none"> <li>○ This may include communicating with district personnel, university coaches, and Special Education, Multiple Subject and Single Subject faculty.</li> </ul> </li> <li>• Consult with Department Chairs and DAAs on faculty loads and manage coach/mentor assignments. Advise department chairs about number of students supervised to maintain consistency and compliance with policies regarding the Order of Assignments.</li> <li>• Supervise program assistants for OCP.</li> <li>• Support District partner initiatives, collaborations, and outreach efforts.</li> </ul> <p><u>Coach Assignments and Professional Development:</u></p> <ul style="list-style-type: none"> <li>• Plan and facilitate orientation for coaches each semester and an end-of-semester meeting.</li> <li>• Assess professional development needs and design opportunities for coaches that reflect Kremen's focus on equity, inclusion, and social justice with an asset-based approach to teacher preparation.</li> <li>• Provide orientation for mentor teachers and site-based intern support providers each semester.</li> <li>• Collaborate with SS/MS/SPED coordinators on continuous improvement efforts to engage in ongoing innovations</li> <li>• Collect and manage data related to coaches' and teachers' growth as professionals.</li> <li>• Facilitate communication between coaches and student teachers and the schools where</li> </ul>

	<p>they are placed.</p> <ul style="list-style-type: none"> <li>● Assist in the management of TK-20 portfolios and related data collection efforts.</li> <li>● Work with SS/MS/SPED coordinators on plans for improvement and collaborative observations.</li> <li>● Collaborate with program coordinators on rubric training for coaches.</li> <li>● Work with the OCP staff to assure that coach evaluations are administered and that the coaches receive feedback after grades are posted.</li> <li>● Recruit diverse applicants to coach and serve on Part-Time Hiring Committee</li> <li>● Provide support and individualized attention for coaches as needed.</li> </ul> <p><u>Supporting Interns and Teacher Candidates:</u></p> <ul style="list-style-type: none"> <li>● Serve as one of the faculty involved in admission interviews.</li> <li>● Make sure that all paperwork is completed in a timely manner (Individual Learning Plan, midterm and final evaluations, etc.).</li> <li>● Work with coaches and coordinators to support students at risk. Assure that schools/districts are looped in as needed.</li> <li>● Work with the coordinators and OCP staff to assure that handbooks and webpages are up-to-date and accurate.</li> <li>● During COVID, retain “affiliation” with new teachers who have remaining requirements to meet.</li> <li>● Serve on one or more committees guiding the growth and revision of teacher education programs.</li> </ul> <p><u>Mentor Teacher Development:</u></p> <ul style="list-style-type: none"> <li>● Co-plan Induction Ceremony, Internship workshops, Mentor Teacher Conference.</li> <li>● Assist in the development of Mentor Teacher feedback forms to Teacher Candidates. Follow up as needed.</li> <li>● Work with OCP staff, coaches, faculty and students to develop and to facilitate Mentor Teacher Training and Coach training.</li> </ul> <p><u>Program Improvement and Technology:</u></p> <ul style="list-style-type: none"> <li>● Collaborate with Data Analyst, Data Manager, Administrative Support Coordinator, and Program Coordinators to develop content and structure for TK20 (including FAST task binders), including revisions and updates.</li> <li>● Provide training for students and coaches on using TK20 and other technology platforms Kremen uses.</li> </ul> <p><u>Recruitment:</u></p> <ul style="list-style-type: none"> <li>● Develop and support programs that recruit potential teachers, especially first generation and underrepresented minority students, to our programs.</li> <li>● Serve on Special Consideration Committee for students who do not meet our minimum requirements but desire to be admitted to our programs.</li> <li>● Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>● Possess a bachelor’s degree</li> <li>● Three (3) years of recent progressively responsible organizational experience with a wide variety of duties and responsibilities</li> <li>● Excellent organizational skills including setting and following timelines and deadlines with multiple priorities</li> <li>● Excellent customer service skills, including time sensitive and ambiguous situations</li> <li>● Excellent interpersonal skills at all levels within and outside the university.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use and quickly learn new technology systems, database systems, and software packages</li> <li>• Work independently; use sound judgment and discretion</li> <li>• Working knowledge of budget policies and procedures.</li> <li>• Working knowledge of drafting and composing correspondence and standard reports</li> <li>• Thorough knowledge of English grammar, punctuation and spelling, and ability to communicate clearly in writing and orally</li> <li>• Learn and interpret a wide variety of complex operations, state requirements, and internal policy</li> <li>• Work in a fast-paced environment, collaborate, and communicate effectively with a team.</li> <li>• Promote teamwork, collegiality, and wellness.</li> <li>• Work well with students, faculty, staff and the general public from diverse ethnic, cultural, and socioeconomic backgrounds</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Possess a master's degree</li> <li>• Possess a teacher credential</li> <li>• Experience within an education environment (K-12 or higher education)</li> <li>• Expressed interest and/or dedication to social justice issues</li> <li>• Familiar with PeopleSoft or other data management system, and Tk20 or other accreditation software system.</li> </ul>
<b>COMPENSATION:</b>	<b>\$4,824.00 - \$5,239.00 per month.</b> Salary will be commensurate with education and experience. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins March 7, 2022; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date