



**SOUTHEAST MISSOURI
STATE UNIVERSITY • 1873**

Office of Field Experiences: Providing high quality robust placements for all teacher candidates in a timely and logistically sound manner

SUPERVISOR OF TEACHER CANDIDATES

College of Education, Health, and Human Studies

Primary Responsibilities

- Assist the Director of Field Experiences in supervision of teacher candidates
- Attend a full day seminar, a Student Teacher Educational Preparation Seminar, and Orientation prior to the beginning of each semester, and a re-grouping session mid-semester
- Meet with the principal and cooperating teacher at each partner school before observations begin
- Observe and evaluate teacher candidate performance in a classroom setting every two to three (2-3) weeks during the 16-week placement; conduct conferences with teacher candidates and cooperating teachers regarding teacher candidate performance at each observation meeting
- Maintain weekly contact with teacher candidates via electronic journal
- Maintain bi-weekly contact with the cooperating teacher via email
- Submit five (5) performance observations and four (4) cumulative evaluations
- Complete an assessment of candidate dispositions for each placement
- Stay current on state and federal initiatives that pertain to education

Required Qualifications

- Minimum of a Master's degree in education or educational administration and a minimum of 5 years recent experience in elementary and/or secondary education required (Supervisors work with students in their certified areas of concentration only)
- Valid Missouri teaching certificate
- Awareness and understanding of current teaching strategies
- Experience observing and evaluating teaching performance
- Ability to work with the public in a pleasant, cooperative, collaborative manner
- Ability to travel to multiple school settings within a target area
- Demonstrated commitment to working with multicultural populations and an awareness of issues affecting women and minorities
- Ability to navigate the University's website and enter data

Compensation: Commensurate with education and experience

Application Deadline: _____. Employment would begin on _____ and continue through _____, for the **spring** semester. Future employment for the **fall** semester will be considered on an as needed basis.

To apply, send a letter of interest addressing all position requirements, a current resume, and the names of three professional references to Mrs. Shelley Oldham, Office of Field Experiences Director, Southeast Missouri State University, One University Plaza, MS 5600, Cape Girardeau, Missouri, 63701.

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER