

**Job Description**  
**Full-Time University Field Supervisor**

**NAME:**  
**DATE:**  
**JOB TITLE:** UNIVERSITY FIELD EXPERIENCE  
**LEVEL:** N/A  
**JOB CLASS:** PROFESSIONAL  
**JOB STATUS:** FULL-TIME YEAR ROUND SALARIED  
**FLSA STATUS:** EXEMPT  
**WORK LOCATION:** ACADEMIC COMPLEX, ROOM #222  
**SUPERVISOR:** DIRECTOR OF TEACHER EDUCATION  
FIELD EXPERIENCE  
**DEPARTMENT:** EDUCATION  
**SECTOR:** ACADEMIC AFFAIRS

**JOB SUMMARY:**

Under supervision of the Director of Teacher Education Field Experience, the University Field Supervisor of Student Teaching supervises and observes Teacher Candidates during student teaching placements and serves as a liaison between schools and Niagara University. During summer hours, field supervisors assist with assigned summer work tasks related to field experience procedures and Professional Seminar preparation.

**ESSENTIAL DUTIES:**

- Supervise and observe all assigned teacher candidates in their student teaching field placements
- Assess candidate ability to apply theory and content to NYS/ Canadian learning standards
- Assess candidate teaching performance during student teaching placements
- Maintain individual candidate documentation of student teaching file
- Assist with arranging student teaching placements if needed
- Meet with Cooperating/Associate teachers as part of the supervision team of teacher candidates
- Complete a written Observation Report for a minimum of four observations of each assigned candidate. Provide the candidate and the Cooperating/Associate Teacher with copies of the Observation Report.
- Participate in the Department of Education's program to review and improve programs

- Serve on Education College and other University committees as required
- Ability to handle a significant daily amount of travel to placement locations
- Communicate issues and concerns regarding candidate performance, as they arise, with the Director of Field Experiences

### **ALLOCATION OF TIME:**

% of time

40% Independent on-site written analysis of student teaching abilities (approximately 72 visits per semester)

40% Assessment of candidate's ability to apply theory to teaching and learning in a classroom

20% Participation on Education Department committees and other University Commitments

**During summer months**, field supervisors assist in the Field Experience Office with assigned tasks and team work.

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

1. Highly skilled professional background in education
2. A minimum of 5 years of successful classroom teaching
3. Supervision experience of classroom teaching
4. Excellent interpersonal, written and verbal communication
5. Up-to-date computer skills and knowledge of technology in the classroom
6. Highly refined time management skills

### **ERGONOMIC REQUIREMENTS:**

The functions of the position are usually performed sitting, but may require some amount of time standing. Stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer, calculator, cutting, labeling, and collating involve extensive wrist and hand movements. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

**QUALIFICATION STANDARDS:**

1. Master degree in education
2. Certification to teach elementary, secondary or special education is required
3. Supervisory experience preferred
4. Valid driver's license required. License must meet insurance company rules and regulations for driving underwriting criteria
5. Experience teaching diverse populations of children or youth is preferred

**NOTE: MANAGEMENT RESERVES THE RIGHT TO CHANGE OR REASSIGN JOB DUTIES OR COMBINE POSITIONS AT ANY TIME.**

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature