

Pace University School of Education

Job Description: Clinical Field Supervisor

Location: New York City

Part Time: As needed

PACE UNIVERSITY:

Ranked the #1 private, four-year college in the nation for upward economic mobility by Harvard University's Opportunity Insights, Pace University provides a transformative education for its diverse students. For 53 years, Pace University's School of Education has prepared students to meet the requirements for teaching certification and be agents of change committed to student success and lifelong learning. Through small classes and early fieldwork experiences, School of Education students receive the tools they need to be successful educators from faculty who are nationally and internationally renowned for active engagement in progressive research activities.

Position Description:

The School of Education seeks clinical field supervisors to provide support, guidance, and assessment of student teachers, students conducting initial fieldwork, and NYCDOE Teaching Fellows or Partner Teachers from the NYC Teaching Collaborative currently enrolled in various teacher preparation programs. PACE clinical field supervisors act as resources for students and serve as liaisons between the College and the field. Clinical field supervisors engage emergent teachers in reflective conversations while modeling tools and strategies as needed. The field supervisor's interactions with *students as teachers* provide opportunities for those new to the field to A) develop a deeper understanding of individual and group learning, and B) to improve their daily practices that support positive student learning outcomes based on the field supervisor's feedback (i.e. develop their craft as teachers). The position offers ongoing professional community building and flexibility of scheduling.

Responsibilities:

- Observe and gather assessment data on lessons planned and implemented by student teachers and/or NYCDOE Teaching Fellows/Partner Teachers at various school sites in the five boroughs.
- Provide descriptive feedback on a student teacher's aptitudes, dispositions, and performance of professional responsibilities (lesson planning, implementation and assessment, classroom interaction, maintenance of records) based on observations during the cycle of clinical supervision. Support the emergent teacher to identify and sustain change over time to enhance their effectiveness as a pedagogue.
- Help the student teacher relate teaching theory to classroom practice (e.g., discuss reasons for selecting materials and methods, asking meaningful questions, engaging students in dialogue, managing pacing and timing of the lesson, utilizing a variety of assessments to inform teacher planning and instruction, increasing student voice and ownership of learning, and establishing a positive learning environment).
- Guide and help the student teacher and/or the NYCDOE Teaching Fellow/Partner Teacher to develop consistent classroom management practices conducive to learning which promote respect for others, including cultural and linguistic diversity.
- Facilitate the student teacher's or the NYCDOE Teaching Fellow's/Partner Teacher's ability to identify and utilize adaptations and modifications that meet the learning needs of students with developmental, cognitive, or social-emotional disabilities.
- Assist the fieldwork observer in identifying and reflecting on key areas of teacher practice to inform substantive discussions and next steps for observation and reflection.
- Complete and submit regular observation reports, rubrics, and LiveText entries on a timely basis.
- Work closely with the Director of School Partnerships and/or the Alternative Certification Program Officer to troubleshoot fieldwork experiences. Participate in individualized technical training as needed.
- Attend and contribute to no less than two professional development meetings annually.
- Demonstrate adaptability and flexibility by implementing practices recommended by the department.

Required Skills & Qualifications:

- Five or more years of P-12 teaching experience. Secondary or high school experience is a plus.
- New York State Certification in the area of supervision and/or special education or science.
- Computer proficiency including but not limited to Web-based applications (i.e. LiveText and Outlook), Google Drive/Google Docs, and MS Office. Knowledge of Web-based learning platforms and video conferencing a plus (Zoom or Skype).
- Strong written and oral communication skills.
- Excellent people skills including sensitivity to and appreciation of cultural diversity.
- Exemplary organizational skills, record keeping, and time management.
- Knowledge of the New York City School System.
- Ability **to travel** to all 5 boroughs, including Staten Island (as needed).
- Demonstrated ability in instructional leadership, a willingness to learn, and the ability to follow directions while maintaining responsibility for working independently.
- Be ready and able to work in District 75 (Citywide), and/or the following School Districts: CSD 16,17,18,19,23,27, and 32.

Applicants should send a resume, a brief cover letter, and contact information for two professional references to the attention of:

Dr. Andrew Buck, Ed.D.
Alternative Certification Program Officer
PACE University School of Education, Manhattan Campus
163 William Street, 11th Floor
New York, NY 10038

Applicants should **email** their application materials (PDF format only) to: SchoolPartnerships@pace.edu

Please note that all attached documents must be in PDF file format only. File attachments in any other format will not be considered.

Pace University is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

Positions remain open until filled. Applicants will be considered on a rolling, as-needed basis. The final deadline for applications is Thursday, September 10, 2020.

The full posting for this position may be found at PACE Careers: <https://careers.pace.edu/postings/12679>.

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