Title of position: Director of Field-Based Education and Accountability, Division of Curriculum and Teaching (C&T)

Department: Graduate School of Education

Description: The Director of Field-Based Education provides leadership and facilitates all aspects of field-based clinical teacher education. The Director vets student teaching placements by establishing relationships with individual schools and districts, conducts site visits to schools, and manages school-specific field placement contracts. The Director places students, works with faculty in counseling student teachers, collects and analyzes all internal, state and national assessment data related to teacher licensure and accreditation. The Director also monitors and revises field placement assessment, and accountability policies as needed. In addition, the Director recruits, screens and trains our field specialists who supervise our students in the field. As part of this supervisory role, the Director evaluates field specialists and signs off on their time sheets. In addition, develops contractual relationships with schools and school districts for paid Student Teaching Residencies.

RESPONSIBILITIES:

- Conducts student teaching orientations for students, arranges student fingerprinting, background checks and provides other documentation for students entry into schools and also participates in the student teaching seminars
- Support student teachers in the completion of the New York State assessments including the edTPA
- Develops networks for student teacher support and collaboration
- Develops collaborative networks with cooperating teachers, field supervisors and faculty
- Develops strong partnership relationship that create opportunities for student teachers to be clustered in schools and districts.
- Manages all academic records and generates reports related to student teaching for the students
- Maintains historical student teaching database for internal and external accountability and assessment
- As the teaching certification officer, recommends students for state licensure through the NYSDOE certification website
- Serves as the Curriculum and Teaching liaison with faculty with the New York City Department of Education and other school districts, locally, nationally and internationally in their teacher pipeline programs
- Schedules all special workshops and seminars for students required for state certification
- Member of the Student Teaching Oversight Committee (STOC) and chairs the Curriculum and Teaching Assessment Committee (CTAC)
- Communicates with Fordham University's Enrollment Services about student teaching and workshop information that should be noted on students' transcripts
- Collects and maintains data on cooperating teachers and checks qualifications of cooperating teachers on the NYSED website
- Assists with accreditation reports, grant applications and other related opportunities

QUALIFICATIONS:

Required:
- Masters degree in Education, doctoral degree preferred
- Building Principal experience
- Understanding of school law and certification requirements as it relates to teachers and student teaching
- Experience and expertise with data collection and analysis
- Excellent communication and organizational skills

Preferred:
- Highly detailed and organized, the ability to function as both a team member and work independently when required, and time management skills
- Excellent customer service skills.
- Knowledge and general understanding of the graduate program requirements
- Experience and knowledge of NYC schools
- Teaching/Professional Development experience in K-12 schools
- Knowledge and/or experience of the role of high education in training pre-service and in-service teachers.
- Knowledge of current trends and research about teacher education and student teaching residencies locally, nationally and internationally.
- Experience or expertise with about adult learning
- Understanding of school law and certification requirements as it relates to teachers and student teaching

Salary: Commensurate with experience

Send Cover Letter and CV to: Dr. Su-Je Cho (scho@fordham.edu) with Re: Director of Field-Based Education and Accountability in the reference line. Please include contact information for three supervisory references.