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| **Job Description Summary** | Chapman University’s Attallah College is hiring a Teacher Education University Supervisor who will provide high quality instruction, mentorship, and supervision to cohorts of pre-service teacher candidates and/or intern candidates according to California Commission on Teacher Credentialing (CTC) and program requirements. Supervisors observe, mentor, and develop teacher education candidates during student teaching terms. University Supervisor duties include but are not limited to assisting with and attending trainings, meetings, and teacher candidate events; communicating with mentor teachers and candidate faculty advisors; reading and responding to candidate lesson plans and other written materials each week; conducting a minimum number of formal observations per candidate each term (6 observations required for each candidate during each MAT or SPED student teaching term; 8 observations required for each candidate during MACI student teaching term), completing candidate evaluations, program reports and required accreditation documentation according to deadlines. This position is classified as part-time working up to 19 hours per week. |
| **Responsibilities** | * Conducts fieldwork observations as dictated by accreditation requirements (at least 1 and up to 2 in-person observations at school sites during public school hours; remaining observations are video-based; minimum total of 6 observations for MAT and SPED; minimum total of 8 observations for MACI). Makes additional observations at school sites as necessary and as requested * Completes, collects, and submits all required documents for student teaching according to program deadlines * Conducts weekly communication with candidates in person, online via Zoom, by phone, and/or via email * Contributes to orientation with Mentor Teachers and principals about teacher education program requirements and maintains ongoing communication throughout the candidate’s placement * Become familiar with all technology including: TaskStream, Canvas, GoReact, Time2Track, and Working@Chapman * Attend all meetings required by the teacher education program * Meet with Mentor Teacher(s) on a consistent basis to ensure progress of candidate(s) * Communicates with Director of Teacher Education as needed to address candidate questions and concerns * As a nationally accredited program all University Supervisors are responsible for providing data on all accreditation-related assignments, replying to all college surveys, submitting requested updated information, and maintaining open and ongoing communication with Chapman University faculty, staff, and candidates through assigned Chapman email throughout the duration of employment at Chapman University. |
| **Required Qualifications** | * Master’s degree or equivalent * Valid California clear teaching credential in the content area of the candidate being supervised: Multiple Subject, Single Subject (Social Science, English, Mathematics, Biological Sciences, Music), Special Education MMSN (Mild/Moderate) or ESN (Moderate/Severe). * Three or more years of outstanding teaching/administration in public schools * Ability to conduct video-based supervision and online communication * Current knowledge of the adopted California P-12 content standards, frameworks and accountability systems * Demonstrated knowledge of current TPEs and CalTPA requirements for teacher education candidates * Demonstrated commitment to furthering equity, diversity, and the improvement of public education * Experience in inclusive education and differentiated instruction * Strong commitment to student learning, quality teaching, and academic excellence * Demonstrated ability to motivate and teach students of diverse learning styles and backgrounds * Appreciation and respect for student role, contribution, and responsibility in the learning process Current knowledge of effective supervision approaches, such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices |
| **Special Instructions to Applicants** | Applicants for Staff and Administrator positions must be currently authorized to work in the United States on a full-time basis. Chapman University does not sponsor applicants for Staff and Administrator positions for work visas.  The offer of employment is contingent upon satisfactory completion and outcomes of a criminal background screening via LiveScan, and returning to the Office of Human Resources a signed original acceptance of the Chapman University Agreement to Arbitrate.  Some evening and weekend work hours.  Occupational license or certification required: CA multiple subject, single subject, or education specialist credential  Work location can be on campus or off-site |
| **Quick Link** | [**https://chapman.peopleadmin.com/postings/28737**](https://chapman.peopleadmin.com/postings/28737) |