

JOB TITLE: Program Coordinator, Teacher Education (AAT)

DEPARTMENT: Social Sciences

LOCATION: Main Campus

REPORTS TO: Dean of Arts and Sciences and/or Vice President, Academic Affairs

FLSA: Exempt

LEVEL: Faculty

DATE EFFECTIVE: 07-01-19

POSITION SUMMARY:

This is an assignment made to a faculty member teaching in the education program. The position has responsibilities for the day-to-day oversight of the program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall AAT program activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Ability to communicate and work collaboratively with education faculty, local sending schools, field experience site directors and cooperating teachers.
- Secure, maintain, and evaluate meaningful field experiences
- Collaborate with field site directors on classroom and cooperating teacher selections.
- Mentor and advise the AAT students when primary advisor is not available.
- Develop and maintain articulation agreements, transfer guides and course equivalencies with our sending and transfer schools for various teacher certifications.
- Oversee scheduling of course offerings not only to program students but coursework to support other programs and disciplines.
- Collaborate with potential employers to develop on going competency needs for graduate
- Maintain student compliance records for field experiences (health & vaccine records, background checks, etc).
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Assist the Division Chairperson in conducting periodic program review and maintaining appropriate assessment records/activities.
- Oversee Missouri Teaching Standards assignments, activities and prepare documentation for the Missouri Teacher Standards review process.
- Oversee the student chapter for a professional organization for teacher education (S-MSTA).
- Maintain Electronic Portfolio system (Foliotek)
- Instruct EDU 290 - Program Capstone – Teaching – Fall / Spring Semesters
- Mentor new faculty and provide feedback to the program evaluation process.
- Assist the division chair with hiring, orienting, mentoring, oversight and evaluations of adjunct faculty.
- Assist the division chair with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Perform as a resource and mentor for all education faculty, field experience coordinators and cooperating teachers.
- Maintain DESE required documentation including application, program entry, advising points, transfer advisement, MOGEA/ACT scores, GPA, Transfer Programs, and completion rates.
- Oversee and participate in local events related to student recruitment and any other activities related to the AAT program and community outreach.
- Collaborate and participate with the T.E.A.C.H. Early childhood Missouri and the Missouri Association of Early Childhood Teacher Educators (MAECTE).

- Attend and participate in DESE meetings and conferences.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee. Review committee membership regularly.
- Participate in instructional institutional planning and budget processes.

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature/Date

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