



**SOUTHEAST MISSOURI**  
**STATE UNIVERSITY · 1873**

*Office of Field and Clinical Experiences: Providing high quality robust placements for all teacher candidates in a timely and logistically sound manner*

**SUPERVISOR OF TEACHER CANDIDATES**

College of Education

**Primary Responsibilities**

- Assist the Director of Field and Clinical Experiences in supervision of teacher candidates
- Attend a full day seminar, a Student Teacher Educational Preparation Seminar, and Orientation prior to the beginning of each semester, and a re-grouping session mid-semester
- Meet with the principal and cooperating teacher at each partner school before observations begin
- Observe and evaluate teacher candidate performance in a classroom setting every two to three (2-3) weeks during the 16-week placement; conduct conferences with teacher candidates and cooperating teachers regarding teacher candidate performance at each observation meeting
- Maintain weekly contact with teacher candidates via electronic journal
- Maintain bi-weekly contact with the cooperating teacher via email
- Submit five (5) performance observations and four (4) cumulative evaluations
- Complete an assessment of candidate dispositions for each placement
- Evaluate Task I of the MoPTA on the ETS website
- Stay current on state and federal initiatives that pertain to education

**Required Qualifications**

- Minimum of a Master's degree in education or educational administration and a minimum of 5 years recent experience in elementary and/or secondary education required (Supervisors work with students in their certified areas of concentration only)
- Valid Missouri teaching certificate
- Awareness and understanding of current teaching strategies
- Experience observing and evaluating teaching performance
- Ability to work with the public in a pleasant, cooperative, collaborative manner
- Ability to travel to multiple school settings within a target area
- Demonstrated commitment to working with multicultural populations and an awareness of issues affecting women and minorities
- Ability to navigate the University's website and enter data

**Compensation:** Commensurate with education and experience

**Application Deadline:** \_\_\_\_\_. Employment would begin on \_\_\_\_\_ and continue through \_\_\_\_\_, for the **spring** semester. Future employment for the **fall** semester will be considered on an as needed basis.

To apply, send a letter of interest addressing all position requirements, a current resume, and the names of three professional references to Mrs. Brandy Lee Hepler, Coordinator of Field and Clinical Experiences, Southeast Missouri State University, One University Plaza, MS5600, Cape Girardeau, Missouri, 63701.

AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER

