

**FIELD SUPERVISORS/TEACHING ASSOCIATES JOB DESCRIPTION**  
**Ed Admin/Teacher Certification**  
**Updated: August 2024**

The University of Washington Tacoma is a growing, urban-serving university that is deeply invested in its local communities. The UW Tacoma School of Education is seeking applicants for current or former PK-12 classroom teachers or school leaders to serve as Field Supervisors in our Educational Administration Program (Ed Admin) or Teacher Certification Program (TCP) to mentor and support our diverse students (hereinafter referred to as “candidates” or “interns”) as they seek Washington State professional certification. We are seeking applicants with a demonstrated commitment to equity and experience with action research, inquiry-based practices, and/or teacher research.

The SOE’s mission is “to prepare ethical and reflective educators and leaders who transform learning, contribute to the community, exemplify professionalism, and promote diversity.” Learn more about the SOE by visiting our website: [tacoma.uw.edu/soe](https://tacoma.uw.edu/soe)

Field Supervisors/Teaching Associates (hereinafter referred to as Field Supervisors) are the primary advocates and contacts for our candidates during their field experiences in local and regional PK-12 partner schools. They act as a liaison between candidates, key UW Tacoma personnel (Administrator of Field Placements and Partnerships, Faculty Program Directors, Certification Officer, Academic Advisors/Recruitment & Retention Specialists), and PK-12 educators (Mentor Teachers, School Administrators) throughout the candidates’ field experiences. Field Supervisors also operate as a collaborative team, supporting each other and program leaders to support the success of candidates through program completion.

Field Supervisors directly report to the Administrator of Field Placements and Partnerships with accountability to the assigned Program-Area Clinical Coordinator and relevant Faculty Program Director. Per the UW Faculty Code, Field Supervisors also have accountability to the Dean, Elected Faculty Council, and voting faculty. Annual reappointment for field supervision is possible depending on enrollments, funding, program needs, and satisfactory performance. Note: these are part-time academic personnel positions that are not tenure-eligible or tenure-leading.

Field Supervisors assume the primary responsibility for supporting and evaluating each assigned candidate’s fieldwork and intern experience such as: establishing clinical practice/fieldwork expectations, assessing strengths and growth areas, developing and implementing improvement plans for candidates who are having difficulties meeting field experience expectations. Field Supervisors will also support candidates to successfully complete certain program-specific certification requirements-see sections below for examples). Moreover, Field Supervisors support Mentor Teachers/School Administrators/Preceptors to understand and complete their part in these field-based activities and requirements.

Note: Exact assignments and caseload will depend on enrollments and will be assigned by the Administrator of the Office of Field Placements & Partnerships in consultation with the Director of Operations. Regular travel between the duty station and partner schools is required to meet program needs. Mileage and other eligible travel-related expenses will be reimbursed according to the school’s and UW reimbursement policies. UW Zoom accounts are also provided to enable additional options for regular interaction with candidates in their placements

**Primary Responsibilities and Duties of Ed Admin / TCP Field Supervisors:**

<i>Primary Responsibility</i>	<i>Primary Duties</i>	<i>% of Time</i>		
<p><b>Support Candidates</b> <i>Mentor, supervise and evaluate assigned candidates to have successful placement experiences.</i></p>	<ul style="list-style-type: none"> <li>● <b>Regular Contact:</b> Support/respond to candidates through 1-2 onsite visits per quarter (more may occur, in consultation with the Administrator) plus regular contact through video/phone calls/UW email (more frequent interactions if additional support is required). Various kinds of interaction may occur with one or more candidates.</li> <li>● <b>Observe/ Coach:</b> Observe activity in the field; engage in reflective dialogue and/or provide constructive feedback; maintain records of key topics addressed.</li> <li>● <b>Triad Meetings</b> (candidate, mentor/preceptor if applicable, and field supervisor): (usually monthly): Facilitate informal triad check-ins; (quarterly) Triad Reflections to collaboratively identify candidate strengths and develop focused growth goals toward independent professional practice.</li> <li>● <b>Feedback:</b> Formally and informally evaluate, give feedback, and/or engage the candidate in self-reflection on growth areas, course assignments, and overall progress against standards using program-specific tools and resources such as:</li> </ul> <table border="1" data-bbox="391 785 1459 1142"> <tr> <td data-bbox="391 785 919 1142"> <p><b>TCP:</b></p> <ul style="list-style-type: none"> <li>● Time logs</li> <li>● Standards for Essential Skills and Dispositions</li> <li>● Mid-quarter Triad reflections</li> <li>● Tools for Formal Lesson Observation Cycles:                             <ul style="list-style-type: none"> <li>○ Lesson Plan Template</li> <li>○ Post-Lesson Analysis</li> </ul> </li> </ul> </td> <td data-bbox="919 785 1459 1142"> <p><b>Ed Admin:</b></p> <ul style="list-style-type: none"> <li>● Time logs</li> <li>● Quarterly reports</li> <li>● Quarterly plans</li> <li>● Provide feedback on Internship assignments</li> <li>● Professional Growth Plan</li> <li>● Resumé development</li> </ul> </td> </tr> </table>	<p><b>TCP:</b></p> <ul style="list-style-type: none"> <li>● Time logs</li> <li>● Standards for Essential Skills and Dispositions</li> <li>● Mid-quarter Triad reflections</li> <li>● Tools for Formal Lesson Observation Cycles:                             <ul style="list-style-type: none"> <li>○ Lesson Plan Template</li> <li>○ Post-Lesson Analysis</li> </ul> </li> </ul>	<p><b>Ed Admin:</b></p> <ul style="list-style-type: none"> <li>● Time logs</li> <li>● Quarterly reports</li> <li>● Quarterly plans</li> <li>● Provide feedback on Internship assignments</li> <li>● Professional Growth Plan</li> <li>● Resumé development</li> </ul>	80%
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<p><b>Document and Share Progress</b> <i>Share regular progress of candidates with program leaders and mentors (and other off-site personnel) as needed.</i></p>	<ul style="list-style-type: none"> <li>● <b>Updates:</b> Document and Communicate regularly with program leaders regarding candidate progress. As needed, document and report any concerns with program leaders and academic advisor/recruitment-retention specialists.</li> <li>● <b>Recommend:</b> You may choose to write letters of recommendation and/or complete confidential reference forms as requested by candidates.</li> </ul>	10%		
<p><b>Program Support:</b> <i>Attend events, meetings, and orientations</i></p>	<ul style="list-style-type: none"> <li>● Attend field supervisor orientation and or periodic emergency/mandatory meetings as requested by the Administrator or the Office of the Dean.</li> <li>● Participate in your field team Community of Practice: <i>We ask that field supervisors, as able, attend their regular program-area field supervisor meetings to ensure we maximize candidate retention and support efforts, and also, regularly check in as a team to ensure our communication with all candidates and PK-12 partners remain aligned and consistent.</i></li> <li>● You are invited (but not required) to attend program-specific events geared toward candidates, such as orientations, meetings, and reflective seminars.</li> <li>● <b>Network:</b> you are invited but not required to attend faculty/staff program-area meetings and dedicated events.</li> </ul>	10%		