

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: July 11, 2013

Deadline Date: Open Until Filled

Position Title: Director- Office of Field Experiences

Salary Grade: (15) \$45,000 to \$48,000

Department: School of Education

JOB TYPE: 12 month/Full Time

REPORTS TO: Dean and Associate Dean of the SOE

FLSA: Exempt

JOB SUMMARY: Under minimal supervision, the Director oversees all internal and external aspects of field placements for students in the SOE's Undergraduate/Graduate programs in Early Childhood, Elementary, Secondary Education, Special Education, Educational Leadership, and Counseling. The individual in this position works independently, as well as part of a team, which includes the Committee for Field Services, the Rio Rancho Field Services Coordinator, Cooperating Teachers, and University Supervisors.

DUTIES AND RESPONSIBILITIES:

- Applications for Student Teaching are submitted through "Chalk and Wire," which requires the Director's ability to learn and train others in the use of "Chalk and Wire," an online tool;
- Secure placement sites for students in New Mexico school districts in conjunction with Field Services Coordinator in Rio Rancho;
- Review materials and hiring of University Supervisors and Cooperating Teachers with input from the Rio Rancho Coordinator;
- Function as liaison between NMHU and the schools to ensure a positive student experience, as it is a cooperative process between the student, the Supervising Teacher, the University Supervisor, and the Field Services personnel;
- Review University Supervisor and Cooperating Teacher applications prior to appropriate placement of students;
- Conduct training sessions for University Supervisors, Cooperating Teachers, and Student Teachers on the Main Campus and as requested by the Centers;
- Plan travel and conduct site visits during the semester at participating schools with University Supervisors, Cooperating Teachers, Principals, and students;
- Interview students as part of the placement process;
- Advise/communicate with students, as appropriate, before, during, and after Student Teaching;
- Review student evaluations submitted by University Supervisors and Cooperating Teachers and determines final grades;
- Serve as liaison to schools with regard to Student Teaching issues;
- Schedule meetings as needed;
- Facilitate resolutions to student- and field-related issues;
- Work closely with Coordinators, Department Chairs, Associate Deans, Dean, and other key personnel;
- Attend Teacher Education Department meetings and other appropriate School-wide meetings;
- Develop procedures for collecting data on Student Teaching experiences and reports results;
- Compare Title II downloaded report to SOE data, updates, and submits for reporting;
- Check and respond to e-mail;
- Review for currency and updates NMHU's SOE "Student Teaching Manual";
- Review NMHU's SOE website, keeping it current;
- Finalize all applications and forms for Field-based experience;
- Review fee structure and submits requests for increases as necessary;
- Maintain database Supervisors (University and Field) and prepares contracts;
- Oversee Administrative Assistant's maintenance of Student Teaching database;
- Supervise and work with Administrative Assistant to maintain an efficient office;
- Supervise Office of Student Teaching Coordinator(s) to maintain an effective program.
- Generate and processes job descriptions for hiring of additional personnel in the Office of Student Teaching;

- Teach at least 3 credit hours/semester;
- Maintain regular attendance:
- Perform other related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- **Education** — A master's degree in one of the Departments in the School of Education.
- **Experience** — Three (3) years of teaching experience in K through 12th grade

In addition to the minimum qualifications, preference will be given to the following:

- K-12 Administrative experience as a Principal, Vice Principal, Counselor, etc.
- Experience serving as a Cooperating Teacher for student teaching

SPECIAL REQUIREMENTS:

- Must be willing to work odd hours, evenings and weekends as required;
- Must be willing to travel;
- Must possess and maintain a valid NM driver's license. Selection of an out of state candidate will require possession of a valid New Mexico Driver's license within sixty (60) days of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of general office procedures;
- Skill in entering, manipulating, editing, and proofreading data;
- Knowledge of computer hardware/software;
- Knowledge and/or ability to learn and teach "Chalk and Wire";
- Knowledge in managing files and records and in designing forms;
- Ability to compare, sort, and verify accuracy of data;
- Ability to keep confidential all data sources, including, but not limited to, students' personal information, records, files, lists, etc.

PHYSICAL DEMANDS:

- Repetitive hand motions and prolonged use of computer.
- Must occasionally lift and/or move up to fifteen (15) pounds.
- Sitting for extended periods of time.
- Kneel, bend, reach and stoop.
- Walking for extended periods of time.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office work environment.
- Work with frequent interruptions.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of application, 2) Resume, 3) University employment application, 4) Unofficial copies of advanced degree transcripts, and 5) Name/address/phone numbers of 3 current professional references.

References will be contacted in conjunction with on campus interviews and official transcripts should be requested upon acceptance of the on-campus interview. Submit materials to:

New Mexico Highlands University
Human Resources
Director-Field Experiences Search
Box 9000
Las Vegas, NM 87701

Email applications will be accepted: jobs@nmhu.edu

For disabled access or services, call (505) 454-3242 or TDD# (505) 454-3003.

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