

DORDT UNIVERSITY JOB DESCRIPTION

Job Title: Director of Field Experiences Administrative Assistant

Department: Education Department

Reports To: Director of Field Experiences

Purpose of the Position:

Responsible for assisting the Director of Field Experiences in all aspects of the coordination, placement, and assessment of field experiences within the Teacher Preparation Program.

Essential Duties and Responsibilities:

- Coordinate the placement process to ensure appropriate placements for endorsement requirements are made
- Coordinate the process for making non-local student teaching placements
- Send all correspondence to non-local cooperating teachers
- Send all correspondence to non-local college supervisors.
- Coordinate distribution and collection of Agreement/Contract forms
- Coordinate non-local supervisor contracts with the Director of Field Experiences
- Maintain, update, and distribute the on-line Cooperating Teachers' Workshop each semester
- Assist the Director of Field Experiences in conducting an annual workshop for student-teacher supervisors regarding supervisor responsibilities and requirements.
- Collect and document student teacher final evaluation forms, dispositions for teaching evaluation forms, and letters of recommendation.
- Collect and document supervisors' checklists of assignments and the number of days of student teaching completed.
- Create and submit a list of honoraria to pay to cooperating teachers and supervisors twice per semester
- Send email reminders to college supervisors regarding evaluation materials (twice per semester)
- Follow up as necessary to ensure all evaluation materials have been submitted
- Miscellaneous duties as assigned by the Director of Field Experiences

Knowledge, Skills, and Abilities:

- Understanding and commitment mission of Dordt University
- A bachelor's degree in education is preferred
- Experience with Microsoft Office applications
- Ability to handle competing priorities, concepts, and requests simultaneously.
- Creativity and problem-solving skills are highly desirable, as is a strong commitment to being a team player.
- Excellent oral, written, and verbal communication skills.