General Summary:

Assist the Office of Field Placements in implementing and maintaining a quality internship program. Maintain and oversee the operations of an intern placement site (cluster site). Serve as a liaison between the Office of Field Placements and the cluster site which would include interns, mentor teachers, the mentor coach, and the building administration.

Major Duties:

Teach sections of ED 4100 and either ED 4710 or ED 4750 providing individual and group instruction.

Develop syllabus for courses taught, requiring interns to complete an iWebfolio, a Zoomerang Survey, an Impact on Student Learning assignment, and to attend all presentation made by other offices on campus. The syllabus is submitted at the beginning of each semester. The Zoomerang Surveys and the Impact on Student Learning assignments are turned in at the end of each semester.

Schedule observation times, completing a minimum of two formal observations for each intern. The two formal observations for each intern are turned in at the end of each semester. Serve as a liaison to interns, site schools, and the Office of Field Placements.

Monitor, mentor, evaluate, and provide feedback to each intern. Keep intern grades updated, submitting final grades through GoWMU at end of each semester.

If needed prepare Plans for Improvement for struggling interns.

Prepare midterm and final evaluations for each intern.

Respond to mentor teacher and building administrator inquires by telephone, e-mail and in person.

Attend School University Partnership Team (SUPT) meetings which are held on campus.
**Minimum Qualification:**

Strong written and oral communication skills.

Ability to maintain confidentiality.

Ability to work independently and manage the progress of several interns simultaneously.

Knowledge and experience using Email and word processing programs.

Minimum of five years classroom teaching experience. Must have sufficient academic and field-based background to lead experienced teachers.

Master’s degree in education or other relevant field.