Gila Valley iTeachAZ Site Coordinator, # 11075

The Mary Lou Fulton Teachers College invites applications for the Gila Valley iTeachAZ Site Coordinator position. The salary will be $50,000 for 9 months of annual work, with the opportunity to receive an additional summer stipend.

The role of this iTeachAZ Site Coordinator is to ensure the academic and teaching success of teachers candidates (student teachers) in a grant funded project to recruit, train and support secondary educators in eastern Arizona. The specific roles are as follows:

1. To recruit and support participants as they apply and meet any deficiencies to be admitted to ASU’s Teachers College.
2. To provide successful delivery of high quality Teachers College coursework during the junior year, supervise clinical experiences and to ensure the alignment between coursework and effective practice in secondary education settings.
3. To provide successful delivery of high quality Teachers College coursework during the senior year, supervise student teaching experiences and to ensure the alignment between coursework and effective practice in secondary education settings.
4. To coordinate with community stakeholders for recruitment and teacher candidate development purposes, such as community colleges and school districts.

The Coordinator will facilitate a strong and lasting impact on student achievement by recruiting and preparing high quality teacher candidates. Additionally, the Coordinator will ensure the successful operation of the iTeachAZ site they coordinate by maintaining a positive and productive relationship with district and school-level personnel. This position is based in the Thatcher, Arizona, area.

**Duties and Responsibilities include:**

- Recruit Teacher Candidates in Gila Valley so they enter ASU ready to begin the program
- Prepare teacher candidates to be highly effective and reflective teachers
- Provide hands-on support and development for all stakeholders that results in a positive, lasting impact on student achievement
- Maintain a positive working relationship with university colleagues, community stakeholders, community college staff and faculty, and district and school-level personnel
- Maximize the expertise of Mentor Teachers by facilitating ongoing training and support
- Develop additional personal and professional leadership skills as a manager, facilitator, mentor and clinically embedded instructor
• Teach three face-to-face courses per semester, and guide students through online courses as an academic coach.

• Establish and maintain regular communication with identified Secondary Education Program faculty at Arizona State University.

• Supervise all teacher candidates.

• Conduct weekly walk-throughs outside of performance assessment cycles to collect data and provide ongoing support to teacher candidates.

• Conduct Performance Assessments of teacher candidates five times per year.

• Arrange or organize specialty workshops for teacher candidates, such as for the state tests.

• Collaborate with district personnel to select high quality mentor teachers.

• Create and foster a positive relationship with district and school site staff through recurring meetings.

• Analyze, interpret and respond to weekly mentor surveys.

• Conduct monthly mentor teacher trainings with the support of your professional development facilitator.

• Host weekly office hours.

• Facilitate periodic meetings with principals.

• Coordinate with the Office of Student Services in recruiting students, creating and piloting initiatives in collaboration as needed.

• Attend and participate in coordinator training and ongoing professional development meetings.

• Work with ASU professional development facilitator to identify focus areas for professional development and pursue them.

• Follow all rules and guidelines established by the district partners for acceptable Professional Conduct and Dress.

• Establish and maintain mutual respect, trust, communication and confidentiality with teacher candidates, ASU and school/district personnel.

• Fulfill the requirements as a Site Coordinator.

• Maintain a frequent, recurring presence in the school sites.

• Coordinate grant reporting, budget and staff, as assigned.

• Attend college and university events and meetings as requested, such as Program Alignment Teams and Site Coordinator trainings.

• Represent ASU and Teachers College, as requested.
- Become certified in using and evaluating teacher candidates using the TAP and Professionalism Rubrics

**Minimum Qualifications:**
- Masters Degree in Education
- Experience instructing courses in a higher education institution
- Minimum of 3 years of successful teaching experience in a secondary school setting
- Expertise in using classroom assessments and student achievement data to inform instruction
- Strong communication skills with an ability to foster positive, productive working relationships with teacher candidates, Mentor Teachers, ASU faculty and staff, community colleges, community stakeholders and school/district personnel

**Desirable Qualifications:**
- Demonstrated commitment to the learning of ALL students and an expressed commitment to students in iTeachAZ sites and to the students of Arizona
- Demonstrated use of technology integration in teaching and professional development
- Participation in collaborative and school-based initiatives
- Expertise in STEM education or disciplines
- Experience using and evaluating teacher candidates using the TAP and Professionalism Rubrics

**Application Deadline and Procedures:**
Applicants are asked to email the following as one attachment: (1) a letter of application addressing the required and desired qualifications listed, (2) a complete curriculum vitae, and (3) the names and contact information of three references to Tamara.Griffith@asu.edu. Please put the job title in the subject line of the email.

The first application deadline is February 19, 2015. Applications will be reviewed weekly thereafter until the position is filled. Only electronic applications are accepted for this position.

Arizona State University is an equal opportunity/affirmative action employer. Women and minorities are encouraged to apply.

(See ASU’s complete non-discrimination statement at):

ACD 401; SPP 101-Equal Opportunity/Affirmative Action
http://www.asu.edu/aad/manuals/acd/acd401.html

ACD 405; SPP 105-Americans with Disabilities
http://www.asu.edu/aad/manuals/acd/acd405.html

(See also Arizona Board of Regents policies also address non-discrimination matters):
http://azregents.asu.edu/rrc/Policy%20Manual/1-119

(See also Arizona Board of Regents policies also address anti-harassment matters):
http://azregents.asu.edu/rrc/Policy%20Manual/1-120

The Mary Lou Fulton Teachers College actively encourages diversity among its students, faculty and staff.

**Background Check Statement:** ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

**Standard Statement:** Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy, and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural, and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 70,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.