

Pepperdine University Field Supervisor (UFS) Job Description

Job Overview

Pepperdine University is seeking individuals to supervise and evaluate student teacher candidates in the field during their clinical experience. The **University Field Supervisor (UFS)** serves as a liaison between candidates, mentor teachers, and university personnel. They support, observe, and evaluate multiple subject or single subject preservice teacher candidates for effective practices and dispositions toward teaching. UFS positions are temporary positions, based on need and availability in a geographical area.

Pepperdine UFSs hold an important role in helping teacher candidates successfully navigate the transition from student to educator by supporting, observing, conferencing, providing constructive criticism, and walking alongside them in their clinical experiences. Pepperdine seeks individuals willing to share expertise and knowledge with candidates in this period of personal and professional growth.

Responsibilities

- Support and encourage teacher candidates along their learning-to-teach journey
- Conduct regular observations, conferences, and evaluations of candidates
- Maintain and submit digital evaluations related to the candidate's performance on designated university platforms
- Maintain regular communication with teacher candidates, mentor teachers, university professors, and the Director of Clinical Practice.
- Troubleshoot as necessary
- Develop and implement individual support plans, in conjunction with university personnel, as warranted
- Attend meetings with Pepperdine University personnel as scheduled
- Ensure that candidates make significant progress in demonstrating California's Teacher Performance Expectations (TPEs) which are:
 - TPE 1: Engaging and Supporting All Students in Learning
 - TPE 2: Creating and Maintaining Effective Environments for Student Learning
 - TPE 3: Understanding and Organizing Subject Matter for Student Learning Content Specific Pedagogy
 - TPE 4: Planning Instruction and Designing Learning Experiences for All Students
 - TPE 5: Assessing Student Learning
 - TPE 6: Developing as a Professional Educator

At the school sites, the University Field Supervisor will:

- Serve as a liaison between the university and local schools
- Observe and evaluate the teacher candidate's work in the classroom
- Confer with the mentor teacher and the teacher candidate
- Interface with the site administrator, if appropriate

Qualifications

- Master's degree in education or related field
- TK-12 teacher and/or administrative licensure or equivalent

- Minimum 3 years of teaching, administrative, and/or induction educator preparation experience
- Comprehensive knowledge of California adopted academic standards, frameworks, and Education Teacher Performance Assessment (edTPA)
- Familiarity with best practices for effective supervision such as cognitive coaching, adult learning theory, content-specific pedagogy, and instructional practices
- Technological aptitude and ability to acquire new skills quickly
- Skilled in Google Suite, Microsoft Word, Excel, and PowerPoint
- Flexible schedule, availability during school hours, and ability to travel to specified site locations
- Self-motivation, organization, and aptitude in working independently
- Professionalism and ability to work with faculty, mentor teachers, and teacher candidates in a respectful manner

Interested candidates may email a resume to:

karen.hendricks@pepperdine.edu - Seaver College