



Position Description

Classification Title:	Academic Program Manager
Working Title:	Office of Field Experiences Manager
Supervisor's Working Title:	Assistant Dean Head of the School of Education
Hours/Shift:	7:45 a.m. – 4:30 p.m. general office hours, evening hours as needed
Department:	School of Education
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	Academic Staff
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Date Created/Updated:	
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

The successful candidate for this position will coordinate field experience components including student teaching, and courses with faculty, local school districts, CESA's and other schools, colleges, and departments (SCD). The successful candidate will also teach undergraduate and graduate courses in student teaching supervision, student teaching seminars, and cooperating teachers. In addition, the position includes: (a) screening, advising, mentoring, and placing candidates for student and intern teaching, (b) recruiting, training, coordinating and assessing supervisors (c) develop and maintain professional working relationships with area administrators and educators (d) supervising and coordinating program assistants, academic staff and student workers (e) collecting, analyzing and reporting evaluation data (f) representing the School of Education on committees and professional organizations, (g) researching and developing field experiences curriculum, policy and resources (h) maintaining and improving information systems (i) teaching seminar courses for pre-service teachers and (j) teaching support courses for cooperating teachers (online and hybrid). This position requires some regional travel (including a valid WI driver's license)

Primary Responsibilities:	% of Time Spent
<p>A. Responsibility Title <i>(Group like duties under one type of Title. Title examples: Administration, Clerical, Supervision/Leadership, General Payment Services, etc.)</i></p> <ul style="list-style-type: none"> • Screening, advising, mentoring, and placing candidates for student and intern teaching • Screening, advising, mentoring, and placing candidates for pre-student teaching clinicals • Develop and maintain professional working relationships with area administrators and educators • Supervising and coordinating program assistants, academic staff and student workers • Collecting, analyzing, and reporting evaluation data • Representing the School of Education on committees and professional organizations • Researching and developing field experiences curriculum, policy, and resources • Maintaining and improving information systems • Teaching seminar courses for pre-service teachers • Teaching support courses for cooperating teachers (online and hybrid). 	80
<p>B. Responsibility Title</p> <ul style="list-style-type: none"> • Service to the University and Department 	20
<p>C. Miscellaneous Projects</p> <ul style="list-style-type: none"> • 	

Qualifications – Knowledge, Skills, and Abilities:
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Earned master’s degree in education or educationally related field • Three years successful teaching or administrative experience in PK-12 setting(s) • Experience with diverse populations in a variety of collaborative settings <p>Preferred Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Experience mentoring student/intern pre-service teachers • Demonstrated commitment to reflective teaching practices and flexibility. • Experience and evidence of success with college level instruction both online and in-person. • Experience with coaching and feedback for both pre-service and in-service teachers.

Physical Effort/Demands:
<ul style="list-style-type: none"> • Sitting • Standing • Walking • Lifting your arms above your head to reach high, possibly difficult, areas • Kneeling • Squatting

<ul style="list-style-type: none">• Stooping• Frequently lift 1 – 10 pounds• Occasionally lift 15 pounds
Equipment Operated:
<ul style="list-style-type: none">• Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
Working Environment:
The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date