



- Position Title:** Director of Field and Clinical Experiences/Instructor
- Reports To:** Chair, Division of Education
- Department:** Division of Education
- Classification:** Full-time, 9-months, Non-Tenure Track, Benefits Eligible

POSITION OVERVIEW

The Director of Field and Clinical Experiences will oversee the processes of Field Experience and the Student Teaching Semester. In addition, they will receive faculty status which will require them to teach 6-9 credit hours within the Division of Education. This is based on the fluidity of the number of students to be supervised at any given semester. Courses taught will range from the transitional area to the major area, and even the professional education core.

DUTIES AND RESPONSIBILITIES

- Supervise Field Experience/Student Teachers
- Teacher Courses in the Division of Education
- Maintain membership within Specialized Professional Association
- Provide academic advising supports to faculty when applicable
- Participate in the general academic/professional activities of the college
- Serve actively on assigned standing committee and on an additional committee
- Participate in all divisional, major area, and faculty meetings
- Provide academically/professionally related community service
- Help to place students in appropriate internships and other community-based learning experiences when applicable
- Assist in monitoring student performance in their academic and professional progress

MINIMUM QUALIFICATIONS

- Doctorate degree in Education

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent communication skills
- Excellent knowledge of subject that the incumbent will teach
- Ability to work effectively with colleague faculty members
- Ability to work effectively with different constituencies
- Understanding of the goals and practices of active, experiential community-based education

- Ability to use electronic resources in developing course materials, reports, and tracking students
- Knowledgeable of the TEAM model for evaluating students within the student teaching semester, TN Literacy Standards, Interstate Teacher Assessment and Support Consortium (InTASC) standards, and specifically standard 2 of the Council for the Accreditation of Educator Preparation (CAEP)

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please