



POSITION TITLE: Director of Field Experience and Student Assessment

DEPARTMENT: School of Education

REPORTS TO: Dean of School of Education

SALARY GRADE/HIRING RANGE: 13/\$60,361 - \$63,912

FLSA DESIGNATION: Exempt

SUMMARY OF THE POSITION:

Working full-time, the Director of Field Experience and Student Assessment coordinate's field experiences and student assessment support across School of Education programs. Working with program directors, coordinators, and placement personnel, as well as outside partners and constituents, this position develops and maintains system-wide policies and procedures for all field experiences. Coordinates preparation and candidate support for all assessments required for licensure. Leads and coordinates policies and procedures aimed at student support and success in field experiences and required licensure assessments.

OPPORTUNITIES OF THE POSITION:

1. Coordinate diverse field experiences across all SOE programs (e.g., practicum, internships, student teaching, etc.)
 - Facilitate field experience aims, procedures, and policies in conjunction with field experience personnel across SOE programs.
 - Maintain current field experience handbooks and web pages in cooperation with program leadership.
 - Develop and coordinate field experience orientations for candidates and personnel.
 - Coordinate field experience placements with placement personnel across all SOE programs, helping to foster collaboration across placement coordinators and placement processes.
 - Guide compliance with accreditors, as well as Whitworth and SOE policies as they apply to field experience.
2. Troubleshoot candidate/personnel issues in field experiences, coordinating support and remediation.
 - Assist candidates, staff, faculty and supervisors navigating field experiences, including monitoring compliance with timelines and requirements.
 - Initiate conversations with all SOE program personnel, helping to resolve conflicts and find solutions to provide for candidate and program needs.
 - Provide support for struggling candidates and field experience personnel in conjunction with school and program leadership.
 - Coordinate remediation procedures and policies in cooperation with program leadership.
3. Cultivate and maintain field experience relationships with area partners, working to develop pathways for our students.
 - Monitor field placement MOUs with partners.
 - Consult with area field experience partners, working to develop pipelines for ample SOE field placements.
 - Compile work force need estimates for area partners to guide field placement processes.
 - Work with school, district, and clinic personnel to troubleshoot issues that arise with candidates and / or mentors.
4. Collect information from student assessment providers, communicating out updates, procedures and policies to students, staff, and faculty.
 - Distribute updates and communications from testing vendors, as well as state and national accreditors regarding candidate assessment processes.

- Develop candidate and personnel assessment orientations, communicating out processes, logistics, and policies regarding candidate assessment preparation, requirements, and remediation.
 - Maintain all vendor handbooks (e.g., edTPA handbooks), making them available for candidates in a timely manner.
 - Disseminate candidate assessment resources to candidates and personnel as appropriate.
5. Coordinate student preparation support for licensure-required assessments.
- Assist in the development of assessment support for candidates, including test-taking strategies, assessment anxiety mitigation, etc.
 - Coordinate with faculty system-wide candidate assessment preparation through coursework, modules, and experiences.
6. Develop student assessment tracking, support, and remediation for licensure-required assessments.
- Develop and disseminate regular reports and candidate assessment performance to pertinent SOE and WU personnel.
 - Coordinate procedures and policies for remediation, whether formative (WEST-B) or high-stakes (NES, edTPA, etc.), with program leadership.
 - Assist in the development of SOE procedures and policies surrounding candidate assessment and program progression.
 - Provide the first line of support for non-passing candidates, giving initial feedback and coordinating other personnel into support for the candidate as pertinent.

REQUIREMENTS FOR THE POSITION:

- A commitment to fostering culture that embraces diversity and inclusion.
- Ability to collaborate with a diverse constituency of students, staff, faculty and stakeholders.
- Experience with state licensure for teachers and counselors, including state required assessments and field experiences.
- Demonstrated ability to collaborate with multiple stakeholders, developing consensus toward common goals or policies.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.

PREFERRED JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of educational assessments and processes.
- Strong analytical skills, with the ability to analyze student assessment scores, offering data-driven solutions.
- Strong problem-solving skills.
- Clear organizational skills.
- Effective written and verbal communication skills to support candidates, and communicate with constituencies.
- Excellent consultation and customer service skills.
- Ability to work as part of a team and take initiative and operate independently.

ORGANIZATIONAL RESPONSIBILITY OF THE POSITION:

No direct reports.

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree or higher from an accredited college or university that supports the functional understanding of field experiences and student assessments (i.e., Education, Psychology, Educational Administration, Counseling, etc.) or relevant professional experience.

Experience: Three (3) years of experience working with educational assessment support (e.g., WEST-B, WEST-E, NES, edTPA) or educational field experience support (e.g., practica, internships, clinical experience, student teaching, etc.) or

P-12 / clinical experienced as a licensed practitioner; Experience in support roles, working with clientele, coaching them toward desired outcomes (e.g., counseling, coaching, managing, etc.).

Licenses or Certifications:

None required. Licensure as a teacher, administrator, therapist or counselor preferred.

ADDITIONAL REQUIREMENTS: A background check and confirmation of degrees earned will be required of the successful candidate. A résumé, cover letter, faith statement, and names, addresses, and phone numbers of at least three (3) professional references will also be required.