

# Field Supervisor Job Role and Responsibilities

## Intern Teacher Program

### DESCRIPTION

The Field Supervisor position is a temporary part-time position. Field Supervisors focus on developing the Intern Teacher Candidate's teaching capacity through focused supervision and feedback rather than peer mentoring which primarily involves giving advice and solving immediate problems. Field Supervisors are responsible for supervising and working with Intern Teacher Candidates as the Candidate learns to manage all responsibilities required of a teacher of record. Field Supervisors are matched with one or more Intern Teacher Candidates based on credential match, experience and location. Field Supervisors are required to attend meetings to stay apprised of program policies and procedures as well as professional development provided by the Yolo-Solano Center for Teacher Credentialing that is designed to deepen the Field Supervisor's capacity to coach and support Intern Teacher Candidates.

The field supervisor is a part of the instructional team and is a part of assessing the Intern Teacher Candidate's growth. Field Supervisors conduct regular visits to each Intern Teacher Candidate's school to participate in a series of activities including observation and discussion. Field supervisors may also participate in program-wide activities such as advisement and assessment. All field supervisors work in conjunction with the Director of the Intern Program, District Coordinators, Instructors, and support providers to support the growth of Interns.

### ESSENTIAL DUTIES

- Supervise and support Intern Teacher Candidates
- Conduct regular visits to each Intern Teacher Candidate's school to support them in managing all responsibilities required of a teacher of record
- Adequately assess the progress of Intern Teacher Candidates in their understanding and application of the Teaching Performance Expectations (TPEs)
- Support the Intern Teacher Candidates in assessing their understanding and application of the TPEs using the Individualized Learning Plan (ILP) and Descriptions of Practice (DoP) tools
- Maintain a log of meeting times and topics covered with each Intern Teacher Candidate that they supervise
- Attend and participate in required meetings and professional development with other field supervisors about program policies, procedures as well as coaching skills and strategies

### JOB REQUIREMENTS

- Conduct regular site visits per year for each Intern Teacher Candidate (a minimum of 40 hours of support and supervision)
- Observation visits for each Intern Teacher Candidate (approximately 40 hours of support and supervision). Field supervisors conduct 12 formal observations of each candidate over the course of the year.
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- Attend and complete Mentoring Matters/Field Supervision Academy
- Attend Intern Program Orientation
- Attend regular Field Supervision meetings -approximately 5 meetings per year
- Complete monthly Field supervisor contact logs and submit logs to the Intern Program Director
- Schedule and complete the collaborative meeting with the Intern Teacher Candidate, their district support provider, and Site Administrator within the first 2 months of the Intern Teacher’s placement
- Observe the Intern Teacher Candidate at an IEP meeting. (Parent/guardian permission is required before a field supervisor can observe an IEP meeting)
- Meet with the Intern Teacher Candidates monthly and as needed to provide support, coaching and guidance in meeting the Intern Program requirements and with the responsibilities of being the teacher of record.

**COMPENSATION**

- This is a stipend based position; Field Supervisor stipends are per intern and vary depending on the number of intern teacher candidates on their caseload.

Stipend break down	stipend per intern	mtg stipend (\$40 per mtg)	total
Field Supervisor	\$ 2,000	\$ 400	\$ 2,400

**FIELD SUPERVISION DURING COVID-19 SCHOOL CLOSURES**

Field Supervision will be conducted virtually during the time that school closures. Candidates will be required to video record themselves teaching and field supervisors will observe the recording and provide candidates with actionable feedback that will support the candidate’s teacher development and understanding and application of the TPEs.