



**WEST VIRGINIA STATE**  
UNIVERSITY



## **Program Coordinator Senior Department of Education**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

The Department of Education is seeking a candidate for a full-time staff position as a Program Coordinator Senior. This position will provide coaching, information, resources support and development to the Department of Education, site supervisors and cooperating teachers during the student teaching and field experience placements to ensure the success of the teacher and candidates during the clinical field experiences. This position reports directly to the Education Department Chair. This is a non-classified, non-essential, FLSA overtime exempt, full-time, benefits eligible position.

### **Responsibilities for the Program Coordinator Senior**

The position is a twelve-month appointment and responsibilities include the supervision of University Supervisors, Resident Teachers and Public School Cooperating Teachers; recruitment and hiring of adjunct professors that will serve in the capacity of University Supervisors; conducting visitations as needed to field placement and student teacher candidates in the elementary, middle, and high school Professional Development Schools (PDS) located in Kanawha and Putnam County Schools and in the surrounding counties of Clay, Boone and Lincoln; preparation and dissemination of materials for the resident teachers candidates, university supervisors (including monthly travel expense reports for submitting to payroll), and the public school cooperating resident teachers (also maintain collection of payroll information and submit to purchasing); conducting periodic meetings with principals, university supervisors, cooperating resident teachers, and resident teachers, including professional development meetings related to orientation, WVTPA, student teacher assessments, and certification.

Other responsibilities include the coordination of approximately 80 student teacher placements per academic year; coordination of approximately 400 field placements per academic year for non-PDS schools for professional education courses – 201, 202, 316, 319, 320, 331, 423, and 426; maintenance of several databases of school supervisors, school personnel, as well as resident teachers, university supervisors, and cooperating resident teachers.

Additional responsibilities include working with the Education Department Chair in the capacity of assistant certification officer for undergraduate licensure by gathering and maintaining student teacher forms for certification and submitting forms to the West Virginia Department of Education; ensuring that Resident Teachers meet established levels of competence to deliver an appropriate and effective educational program to public school students; conducting pre-residency meetings to determine eligibility for student teacher candidates and post-residency meetings to review licensure requirements and complete licensure paperwork to submit to the WVDE; serving as assistant certification officer for graduate licensure by gathering and maintaining forms and supporting documents for Educational Leadership certification and submitting forms to the West Virginia Department of Education.

In addition, there are responsibilities for monitoring and ensuring compliance with state and national standards for clinical field experiences such as the collection of data and the completion of certification and related reports (e.g. Title II, West Virginia Department of Education Annual Report, WVSU Education Department Report, and Professional Education Data System Report); the collection maintenance, and dissemination of Praxis tests cut scores and procedures as well as all ETS files and reports; the implementation of and adherence to CAEP standards so that field experiences are designed to assist teacher candidates in developing and demonstrating the knowledge, skills and professional dispositions necessary to help all students learn; coordination with the Education Department Assessment Coordinator, specifically in the creation and implementation of rubrics and the entry and review of data in Live Text and other evaluation platforms; dissemination and analysis of surveys from cooperating resident teachers, university supervisors, and resident teachers; and working with the Education Chair in collecting and analyzing post-data from schools/employers of education graduates.

Facilitates and maintains records for departmental purchases with a Purchasing Card, maintains education list serve (Be Connected), updates student schedules and class schedules in Banner each semester and assists with student advising and departmental advising issues. Serves as the Administrative Assistant for the Master of Education in Instructional Leadership program by maintaining enrollment information, which includes coordinating admission paperwork with Admissions, Registration, and Financial Aid and maintaining an enrollment database. Serves as Contract Coordinator for the participating counties in the MEIL program (invoice counties for cohort payments; manage county payments with the Cashier's Office). Assists with registration of MEIL students each semester, including facilitating questions/issues with MEIL students and WVSU administrative offices.

The specific skills required for this position are:

- Supervisory skills in order to monitor the work of university supervisors, resident teachers and cooperating resident teachers.
- Planning workshops to disseminate information and provide support to university supervisors, resident teachers and cooperating resident teachers.
- Planning and organizational skills in order to monitor and manage numerous residency field experience assignments simultaneously
- Proficiency and familiarity with software systems in order to navigate comfortably in proprietary databases
- Knowledge of educational goals and standards to assist in the analysis and development of curriculum and relevant policies
- Knowledge of assessment systems with data-driven decision making
- Proficient communication and interpersonal skills
- Good time management skills and ability to meet deadlines
- Critical thinking and problem solving skills

### **Requirements for the Program Coordinator Senior**

An earned Bachelor's Degree in an educational specialty (preferably Elementary Education or Secondary Education, English, reading, or curriculum) aligned with the position. Knowledge of assessment systems and databases in public schools is desirable.

### **Salary Statement**

This position is a pay-grade 7. Salary is commensurate with education and experience.

### **To Apply**

Minority applicants are encouraged to apply. To be considered for this position, please submit a cover letter, current vita, and academic transcripts by October 1, 2020. Also include three professional references (to include name, address, phone number and email address). All requested information must be submitted for the application to be considered. This posting will remain open until filled; however, first consideration will be given to applications received by the October 1, 2020 deadline.

Please submit application materials via email, mail or in person to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

### **Contact**

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu)

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.**