

# HARRIS-STOWE STATE UNIVERSITY

## Faculty Vacancy Notice

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### Coordinator of Student Teaching

Harris-Stowe State University seeks to applications for a part-time appointment in its College of Education. The successful applicant will be responsible for the coordination of all educational clinical experiences. Furthermore, this individual will work with all various academic departments to ensure that teacher education majors' requirements for student teaching are being met and coordinate with the process for student teaching application and placement. Other duties and responsibilities include:

- Assigns University supervisors to work with students in partnering school districts.
- Organizes and coordinates orientations to faculty, students and partnering schools regarding all policies and responsibilities associated with student teaching.
- Ensures that partnering school districts and cooperating teachers receive the appropriate honorarium and compensation for their student teaching assistance.
- Coordinates and implements the student teaching seminar each semester.
- Maintains regular updates to the Student Teaching Handbook as deemed necessary.

Candidates must also possess strong verbal and written skills that will assist the unit in its ongoing accreditation data collection and reporting processes. In addition, the successful candidate will also possess the dispositions of professionalism, competence, reflection, and the ability to work with diverse populations of students, faculty, and community partners. This individual must be a team player and adhere to policy, procedures and timelines.

An earned bachelor's degree in education or a related acceptable field from an accredited university is required. A Master's degree in Education or a related field is preferred. Candidates, who have teacher or administrator certification and at least five years of experience teaching in the P-12 setting, are preferred.

The position begins August 2014. Submit a letter of application, resume, transcripts and a list of three references with contact information to:

**Harris-Stowe State University**  
**Office of Human Resources**  
**3026 Laclede Avenue**  
**St. Louis, MO 63103**  
**(314) 340-3340**  
**FAX: (314) 340-3395**

**Applications will be accepted and reviewed until the successful candidate is chosen.**

Application for Employment may be downloaded at [www.hssu.edu](http://www.hssu.edu)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**