

## **APPENDIX A**

### **Documents Which Support the Governance & Administration of Teacher Education**

- School of Education Position Descriptions

# Wisconsin Lutheran College

## School of Education Position Descriptions

### Director of Teacher Education

The Director of Teacher Education shall administer the program of teacher education and shall be accountable to the Dean of the College of Professional Studies. In general, the Director shall:

- Oversee the education curriculum to ensure compliance with the Administrative Code (PI34) of the Department of Public Instruction (DPI) of the State of Wisconsin and with the mission and purposes of Wisconsin Lutheran College;
- Teach courses as a designated portion of the assignment load;
- Develop class schedules for each semester, summer, and special programming, in consultation with the School of Education faculty;
- Coordinate the textbook and instructional materials selection process in the School of Education;
- Monitor the progress of students admitted to the education program by maintaining adequate records in coordination with the Director of Licensure/Certification;
- Conduct primary adjudication of student complaints pertaining to the EDU program, classes and/or faculty, with referral to the Dean of the College of Professional Studies, if necessary;
- Investigate current trends and Best Practice research in K-12 education and teacher education; designate members of the school of EDU to serve as “curriculum consultants” for appropriate subject areas that represent their interests and strengths;
- Maintain open communication and cooperation among faculty involved in teaching majors, minors, and areas of concentrations for the purpose of alignment with the content standards of the administrative code in collaboration with the Director of Licensure and Certification;
- Maintain a positive working relationship with the Department of Public Instruction and education faculty from other colleges of teacher education by attending meetings sponsored by the State, the Wisconsin Association of Colleges of Teacher Education, and other national, state, regional, or church conferences and meetings as the “Primary” representative for Wisconsin Lutheran College;
- Serve as an advisory member of the Wisconsin Lutheran College Undergraduate Curriculum Committee;
- Establish and maintain relationships with the public school districts of Southeast Wisconsin to facilitate the acceptance of Wisconsin Lutheran College students for pre-clinical teacher candidacy experiences, practica, teacher candidacy, and internships; employ and oversee a coordinator of clinical placements to manage and develop new relationships for field work opportunities, in addition to supervising students in the clinicals;
- Hold regular School of Education meetings during the academic year;
- Hold regular meetings of the Teacher Advisory Council according to the purposes establish historically in the State Code and described specifically in the Teacher Education Handbook; delegate responsibility for chairing this council to a member of the faculty of the School of Education;
- Stimulate professionalism of education students through appropriate student organizations; delegate education faculty members to serve as advisors;
- Maintain a close working relationship with adjunct education faculty and assist in the supervision of these faculty;
- Set annual goals, develop the budget, and oversee the management of these funds; encourage and support School of Education faculty members in the pursuit of grants for special projects;
- Identify annual staffing needs, project future human resource needs, develop the rationale to pursue such positions, recruit and host prospective professors and staff; coordinate the interview/visitation process; designate faculty/staff members of the School of Education to assist in with this process;
- Conduct an annual assessment of the conceptual framework, the four overarching education goals, and the annual goals; provide a written annual report to the Dean; utilize the information for program improvement;
- Encourage and promote professional development and scholarly activities among the EDU faculty—full time and adjunct—in cooperation with the Assistant Dean of Faculty Development;
- Explore new methodologies to model in the Education classrooms (Team teaching, technological applications, problem-based strategies);
- Conduct an annual review and evaluation of staff members (Administrative Assistant and Coordinator of Clinical Placements);

- Work with the Student Employment Office in the hiring, training, supervising, and evaluating of student assistants while designating faculty/staff members of the School of Education to assume the oversight of student assistants when employed for special projects;
- In general engage in those tasks which are required for the promotion, development, maintenance and success of a high quality school of education as required by State Code and Wisconsin Lutheran College.

### **Director of Licensure/Certification**

The Director of Licensure and Certification shall oversee the certification aspects of the Teacher Education program and collaborate with the Wisconsin State Department of Public Instruction to ensure that each candidate from Wisconsin Lutheran College meets all standards for credential recommendation. This person shall be accountable to the Dean. In general, this Director shall;

- Provide services to students regarding their credentialing throughout their experiences at WLC; ensure a smooth progression from application to credentialed teachers and alumnus;
- Teach courses as a designated portion of the assignment load;
- Monitor the progress of students admitted to the education program by maintaining adequate records in coordination with the Director of Teacher Education;
- Suggest courses needed for certification purposes each semester, summer, and special programming, in consultation with the Director of Teacher Education;
- Conduct primary adjudication of student complaints pertaining to licensure and certification, with referral to the Director of Teacher Education, Registrar, Dean, if necessary;
- Investigate current trends in licensure areas;
- Maintain open communication and cooperation among faculty involved in teaching majors, minors and areas of concentrations for the purpose of alignment with the content standards of the administrative code in collaboration with the Director of Teacher Education;
- Maintain a positive working relationship with the Department of Public Instruction and education faculty from other colleges of teacher education by attending meetings sponsored by the State, the Wisconsin Association of Colleges of Teacher Education, and other national, state, regional, or church conferences and meetings as the “Secondary” representative for WLC;
- Represent Wisconsin Lutheran College at the Wisconsin Improvement Program (WIP) meetings; oversee the WIP internship program in coordination with the Coordinator of Clinical Placements;
- Establish and maintain relationships with the public school districts of Southeast Wisconsin to ascertain special licensure concerns and needs;
- Establish deadlines and develop means of communication concerning the Praxis Test requirements; attend training sessions concerning testing sponsored by the Department of Public Instruction and/or the testing agency, such as ETS;
- Monitor GPA requirements of students at the entry and exit points of the program;
- Maintain a list of “completers; by definition for the purposes of annual reports;
- Review all teacher candidacy and completer applicants for fulfillment of program requirements and any special licensure or certification criteria;
- Develop and maintain records pertaining to the filing of the annual Title II Report which is a federal obligation;
- Record information to develop the annual certification report;
- Recommend those candidates for licensure who have satisfactorily met all school of education and state requirements and who have demonstrated those high professional standards expected by the School of Education at WLC;
- Communicate endorsement procedures at the teacher candidacy seminar;
- Endorse licensure applications after a final check for completion of requirements; notify the registrar of completion;
- Conduct review of transcripts and advise all post-baccalaureate students intending to pursue Teacher Education; upon consultation with the Director of Teacher Education, determine course of study for these students;
- Advise students on questions of licensure and certification in the state of Wisconsin; provide avenues to ascertain licensure and certification requirements in other states;
- Develop and maintain a working knowledge base concerning certification in order to serve as the college expert on licensure at the initial, professional, and master teacher levels;
- Develop and maintain a program to assist WLC completers with the license conversion and renewal process, including the Professional Development Plan (PDP); serve as a representative at the Independent College Consortium; maintain training to serve as an IHE representative on a Professional Development Team (PDT).

*On the basis of the above list of administrative responsibilities, the Provost has designated that six credit hours of release time per semester be allotted to the positions of Director of Teacher Education and the Director of Licensure/Certification, respectively. This shall be reviewed annually in order to be responsive to the growth and program expansion of the School of Education.*

## **Coordinator of Clinical Experiences**

The Coordinator of Clinical Experiences works with college faculty, school-based professional, and others for the development, implementation, evaluation, and documentation related to field experiences associated with all professional education programs. The Coordinator is responsible for the assignments of appropriate placements for all field experiences according to national and state standards and the WLC School of Education policies for licensure.

### **General Responsibilities**

- Attend School of Education meetings and prepare a written report of activities;
- Respond to e-mail and phone calls, update enrollment data and changes in placements; communicate placement changes to the directors;
- Develop and articulate to the Directors a yearly plan for establishing new opportunities for placement of clinical students; prepare an annual report of opportunities pursued at the end of the academic year;
- Investigate possible partnership opportunities between K-12 schools and WLC School of Education (for example, action research project; on-site methods course meetings, mentorship and professional development);
- Participate in campus life including chapel attendance, fine arts events, etc;
- Establish, maintain and update professional communication with K-12 school faculties and WLC candidates for clinical placement purposes;
- Finalize pre-teacher candidate and teacher candidate placements;
- Compile a representative sampling of all written communication to be submitted to Director(s) annually;
- Maintain and update database of information and assessments on schools placements, cooperating teachers, graduates, and other pertinent information;
- Analyze effectiveness of clinical experiences through development of assessment tools; prepare a detailed report to be shared annually with the Director(s);
- Coordinate and share clinical, teacher candidacy, and other pertinent information with EDU administrative assistant;
- Conduct—twice a year (August/January) seminars for prospective cooperating teachers;
- Participate in an annual job performance review in June.
- Develop and maintain the Lifeline Assistance Program (LAP) which involves follow-up communication with graduates and/or completers of the WLC EDU program in order to maintain a contact data base for purposes of assessment and assistance;
- Monitor the WIP intern website for potential placements of identified and pre-approved student teachers; report posted available internships to the Director of Certification;
- Meet monthly with the Director of Certification to review the WIP policies, placements, and use of professional development funds.

## **Administrative Assistant**

The Administrative Assistant serves as day-to-day office manager and is responsible for a wide variety of project management and administrative duties. Tasks are of a confidential nature dealing with student-faculty relations and related personnel matters.

### **Primary Responsibilities**

- Support the Director(s) of Teacher Education in the administration of the education program.
- Assist education faculty and adjunct professors in preparation of course materials and correspondence;
- Respond to questions from students regarding teacher education requirements, test dates, test scores, completion of forms, etc;
- Provide customer service by answering questions from students, faculty and other customers;
- Perform all general clerical duties including, but not limited to: word processing, making copies, filing, data entry, answering the telephone, opening and delivering mail, etc.; maintain records and files; draft correspondence; schedule and maintain appointments;

- Maintain School of Education related data, gather information and ensure the timely preparation and coordination of a variety of assessment reports;
- Maintain an internal control system for monitoring, ordering, distributing materials and office supplies; track the school's budget; coordinate and perform registrations and collect related fees;
- Assist in the supervision of student employees;
- Coordinate seminars and banquets including making food purchases and facility requests;
- Attend and record minutes for monthly School of Education meetings;
- Maintain School of Education bulletin board and update yearly calendar;
- Maintain and update School of Education materials for accuracy and quality of appearance;
- Handle school's day-to-day office and routine responsibilities by planning, organizing, and executing administrative operations;
- Use initiative and independent judgment in the application of prescribed policies, procedures, and methods set forth by the Director(s);
- Facilitate documentation and interaction with faculty and prospective students;
- Other duties assigned by Director(s).