



# CSU Field Supervisor

Application Process

# Overview

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# Office of Field Services (OFS)

## Who we are and what we do:

- ▶ OFS includes 7 team members and approximately 40 part time and faculty Supervisors
- ▶ We are in the Levin College of Public Affairs and Education
- ▶ We create partnerships with NE Ohio schools
- ▶ We coordinate all field experiences for CSU Education Students
- ▶ We support Interns during their final year experience

# OFS Field Supervisor

## Description of Position

- ▶ **Part Time, Contracted Position**
- ▶ **Responsible for overseeing a group of final year interns**
  - ▶ In the Field: develop and improve teaching skills, provide objective descriptions of Intern's abilities, observe Interns in the classroom, and collaborate with mentor teachers and CSU Seminar Leaders.
  - ▶ Behind the scenes: review student's work, maintain on-going communication, and produce letters of recommendation

# OFS Field Supervisor Semester Responsibilities

- ▶ **Meetings: (All Fall Orientations are Virtual)**
  - ▶ New Supervisor Orientation (Only for new hires)
  - ▶ Supervisor/Seminar Leader Orientation (Week before semester begins)
  - ▶ Supervisor and Student Orientations (Week before semester begins)
  - ▶ Monthly Virtual Community Meetings (1-hr meetings are recorded and can be viewed at a later time)
- ▶ **Student Commitments:**
  - ▶ Complete 4-6 observations and give feedback: 4 for practicum and up to 6 for student teachers
  - ▶ Attend 2 virtual TRIAD meetings with Mentor Teacher and Student
  - ▶ Ongoing communication with students and mentor teachers (some supervisors set up weekly ZOOM meetings with students)
- ▶ **Technology used (OFS trains and supports supervisors on all technology):**
  - ▶ Blackboard (virtual classroom - houses GoReact)
  - ▶ GoReact (platform to upload videos and complete observations)
  - ▶ Taskstream (platform to upload CPAST scores and student documents)
  - ▶ ZOOM (all OFS meetings)

# OFS Field Supervisor Intern Overview

## ▶ **Fall Semester (15 weeks)**

- ▶ Most students complete their practicum/internship 1 in the fall
  - ▶ 12 hours a week in the field
  - ▶ Supervisors complete 4 observations
  - ▶ Mid and Final TRIAD meeting with Supervisor and Mentor
- ▶ Some students are off cycle and complete their student teaching/internship 2 in the fall

## ▶ **Spring Semester (15 weeks)**

- ▶ Most students complete their student teaching/internship 2 in the spring
  - ▶ All day/5 days a week in the field
  - ▶ Supervisors complete up to 6 observations
  - ▶ Mid and Final TRIAD meeting with Supervisor and Mentor
- ▶ Some students are off cycle and complete their practicum/internship 1 in the spring

# OFS Field Supervisor Payrate

- ▶ Supervisors are paid a flat rate per student which includes all meetings and responsibilities
- ▶ Contracts are processed each semester
- ▶ Payments are divided into 4 monthly payments over the semester
- ▶ Supervisors may also receive reimbursement for mileage if an in-person visit occurs. Mileage is based on the current government mileage rate from the Supervisor's home to the Intern's school.
- ▶ Service as a part-time single term instructor does not accrue tenure rights. Part-time single term instructors serve by the mutual agreement expressed in each successive contract executed and are engaged to teach at the convenience of the university.
- ▶ Please contact OFS for specific rates as rates vary by experience

# OFS Field Supervisor Application Process

- ▶ Apply
  - ▶ All applicants must apply through the CSU Portal: <https://hrjobs.csuohio.edu/postings/20391>
  - ▶ Posting #PT0701704F
- ▶ OFS Search Timeline
  - ▶ Typically, OFS starts the Supervisor review in June for the next academic year
  - ▶ Occasionally, we have need mid-year and will review applicants in December
- ▶ Interview
  - ▶ Depending on need, we will reach out to specific licensure areas for an interview
  - ▶ Your application may remain in the portal until the next review depending on need
- ▶ On-Boarding
  - ▶ Once selected, we will be the on-boarding with CSU's Human Resource Department
- ▶ Starting the Semester
  - ▶ Prior to the semester, new Supervisors will attend a New Field Supervisor Orientation and learn about other training dates

# Questions?

Thank you for your interest in becoming a Field Supervisor.  
Please reach out if you have any questions.

Contact: Aimee Furio, [a.furio15@csuohio.edu](mailto:a.furio15@csuohio.edu).