



CSU Field Supervisor

Application Process

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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.

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