CLARK ATLANTA UNIVERSITY
School of Education

Director of Field Services
School/University Partnerships & Clinical Experiences

Clark Atlanta University is seeking an outstanding professional educator to lead the field and clinical component of the educator preparation programs within the School of Education as the Director of Field Services. The Director of Field Services works with administrators and faculty in P-12 and throughout the University and School of Education. The Director of Field Services will serve in a 10 1/2-month appointment and hold academic rank in the Department of Curriculum. He or she will report primarily to the Dean of the School of Education.

Responsibilities of the position include, but are not limited to:
- Leading and managing all requirements associated with the NCATE/GA PSC Standards related to field and clinical practice;
- Serving as central point of contact for the placement of candidates in the field;
- Coordinating meetings with department chairs and/or faculty on matters related to field;
- Preparing the field and clinical section of annual reports to NCATE and the GA PSC;
- Managing all operations associated with field and clinical experiences in the School of Education;
- Serving to initiate partnership agreements with P-12 schools and educational agencies;
- Serving as an ambassador to create positive school-university relationships;
- Providing leadership and supporting faculty in activities and programs related to (national) educational renewal and innovation efforts in school-university partnerships teacher education;
- Working with faculty to secure funding for initiatives that focused on P-12 school-university partnership;
- Working for the involvement of arts and sciences faculty in teacher education and PK-12 schools.
- Providing school-university-based faculty development in relation to the supervision of pre-service teachers.
- Teaching a minimum of one course per year (depending on individual expertise and demands of the position)

Duties for the position include, but are not limited to, the following:
- Communicate regularly with external partners to ensure that candidates are placed correctly and in a timely fashion;
- Manage, maintain and update (LEA &) school-university partnership agreements;
- Provide regular updates and content to the Dean that can be placed in the SOE Newsletter;

The position will be offered at the Assistant or Associate Professor level (non-tenure track) and requires skills in organization, communication, management, and budgeting and the ability to establish professional relationships throughout the College and University.

Qualifications: Masters’ degree (doctorate preferred) in education or related field and PK-12 teaching or administrative experience. Preference will be given to candidates who have university teaching experience and experience in professional development schools and field placements.

Application Deadline and Procedure: Screening will begin immediately and continue until the position is filled. Please send a letter of application, curriculum vitae, and names and telephone numbers of three references to:

Clark Atlanta University
Office of Human Resources
Director of Field Services Selection Committee
223 James P. Brawley Dr. S.W.
Atlanta, GA 30314
or via email to jobs@cau.edu

Clark Atlanta University values diversity and is an AA/EEO/ADA Employer