



Position: Clinical Instructor (Part-Time Instructor)

General Summary:

Assist the Office of Field Placements in implementing and maintaining a quality internship program for teacher candidates at Western Michigan University. Maintain and oversee the operations of a placement site (cluster site). Serve as a liaison between the Office of Clinical Experiences and the cluster site which would include teacher candidates, cooperating teachers, the cooperating teacher coach, and the building administration.

Major Duties:

Teach sections of ED 4100 and either ED 4710 or ED 4750 providing individual and group instruction. Instructors needed in Greater Grand Rapids, Metro Detroit, and Greater Kalamazoo.

Teach syllabus for courses, meeting the requirements of the Office of Clinical Experiences. This includes the intern requirement of completing key assessments in Tk20, the data management system of the department. Attend all School-University Partnership Meetings and professional development experiences. Submit syllabus at the beginning of each semester. Upload key assessments to Tk20 at the end of each semester.

Schedule observation times, completing a minimum of two informal observations and three formal observations for each teacher candidate. Upload formal observation documents to Tk20.

Serve as a liaison to site schools and the Office of Clinical Experiences. Respond to site questions.

Monitor, mentor, evaluate, and provide feedback to each teacher candidate. Keep grades updated, submitting final grades through GoWMU at end of each semester.

If needed, prepare Plans for Improvement for struggling interns in partnership with the Office of Clinical Experiences.

Prepare midterm and final evaluations for each intern.

Attend School University Partnership Team (SUPT) meetings which are held on campus.



Minimum Qualification:

Strong written and oral communication skills.

Willingness to use technology and learn new systems.

Ability to maintain confidentiality.

Ability to work independently and manage the progress of several teacher candidates simultaneously.

Minimum of five years classroom teaching experience. Must have sufficient academic and field-based background to lead experienced teachers.

Master's degree in education or other relevant field.

Please submit the following via email (oce-info@wmich.edu):

An updated with CV with current email address and statement of interest

Questions? Contact:

Office of Clinical Experiences

College of Education and Human Development

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Western Michigan University

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