

Nipissing University
JOB DESCRIPTION

JOB TITLE: Faculty Advisor

DEPARTMENT: Schulich School of Education

EMPLOYMENT DEFINITION (STATUS): Contract September 2023 – May 2024

SUPERVISOR (POSITION TITLE): Practicum Officer

SUMMARY OF FUNCTIONS:

Reporting to the Practicum Officer, the faculty advisor will be responsible for supervising teacher candidates during the practicum as assigned. The faculty advisor will consult with and provide support to teacher candidates and associate teachers during the practicum. The faculty advisor will act as a liaison between the teacher candidate/associate teacher/principal and the Practicum Office. The faculty advisor may be required to attend on-campus/virtual meeting(s).

AREAS OF SUPERVISION:

Faculty advisors must live within the geographic boundaries of the school boards in which they supervise. Currently, we are seeking the following:

- One position – Supervision of teacher candidates in the Kawartha Pine Ridge District School Board, Hastings & Prince Edward District School Board, and Peterborough Victoria Northumberland & Clarington Catholic District School Board
- One position – Supervision of teacher candidates in Rainbow District School Board and Sudbury Catholic District School Board

DUTIES & RESPONSIBILITIES:

Practicum Supervision, Support, and Evaluation

- Communicate regularly with teacher candidates via telephone/email/video chat (i.e. Skype, FaceTime, Google Hangout, etc.) or in person to answer questions or to resolve issues related to practicum
- Consult regularly with associate teachers and/or principals via telephone/email/video chat (i.e. Skype, FaceTime, Google Hangout, etc.) or in person to support teacher candidates on placement
- Assist teacher candidates with the interpretation of associate teacher and Schulich School of Education practicum expectations
- Examine lesson plans, observation notes, reflections, Practicum Binder, and provide written feedback
- Observe teacher candidates teaching in the classroom and provide verbal and written feedback
- Complete online Practicum Reports for applicable teacher candidates
- Complete Practicum Goal Setting form with applicable teacher candidates
- Identify teacher candidates who are at risk
- Communicate regularly with the Practicum Officer
- Complete additional observation/evaluation of teacher candidates experiencing difficulty, at the direction of the Practicum Officer
- Provide additional debriefing following the practicum blocks

Meetings & Professional Development

- Attend meeting(s) on campus or via videoconference as required

Any other duties as assigned by supervisor.

QUALIFICATIONS:**Education:**

Bachelor of Education degree mandatory. Master of Education degree preferred.

Training & experience:

- A minimum of 10 years of experience in an educational setting with relevant administrative experience
- Recent experience in the role of principal and/or vice-principal will be considered an asset
- Evidence of ongoing professional development in the area of education

Knowledge required:

- Ability to abide by Practicum Policies
- Ability to work with minimal supervision
- Excellent computer skills (word processing, databases, internet, etc.)
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Excellent interpersonal and organizational skills
- Knowledge of university system
- Knowledge of issues surrounding education in Ontario
- Excellent problem-solving skills
- Excellent time management skills
- Ability to relate to students and placement school contacts
- Ability to provide mentorship and coaching
- Self-motivated

POSITION RELATIONSHIPS:

Supervised by: Practicum Officer

INTERPERSONAL RELATIONSHIPS/PERSONAL CONTACTS:

- Schulich School of Education
- Teacher Candidates
- School Principals
- Teachers
- School Board Personnel

MATERIALS UTILIZED:

- Computer/Printer
- Telephone
- Photocopier, Fax
- OCT Foundations of Professional Practice
- OTF Code of Ethics

PHYSICAL DEMANDS:

- Light to moderate physical demands
- Visual and mental concentration
- Sitting, standing and walking

WORKING CONDITIONS:

- Extensive travel