



## **Clinical Faculty Associate**

### **Purpose Statement**

The job of Clinical Faculty Associate is done for the purpose/s of teaching and facilitating pertinent courses for pre-service University students assigned to the District; observing and evaluating assigned pre-service University students; assisting school and district personnel with training and mentoring of Interns, Student Teachers, and other pre-service University activities.

This job is distinguished from similar jobs by the following characteristics: temporary position for a period of two years working for the University/Public School partnership as both a PCSD employee and as an Affiliate Faculty employee under the direction of the Teacher Education Department personnel designated by the University; travel between multiple schools and the University is required; applicants must meet both PCSD and University requirements.

This job reports to Assistant Superintendent and University Liaison

### **Essential Functions**

Assists the District Liaison to coordinate and supervise related practical experiences for the purpose of providing school-based classroom experiences and giving feedback to pre-service students.

Assists in teaching relevant courses to pre-service university students for the purpose of providing quality training for Interns, Student Teachers, and other pre-service students from the University.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Completes both regular written and verbal reports of pre-service student activities, progress, and/or challenges to the University Liaison for the purpose of providing data and timely feedback regarding student experiences.

Conducts inquiry and research projects related to current educational practices for the purpose of developing leadership skills, enhancing personal knowledge, and improving the pre-service student experience.

Develop professional development activities that align with University expectations and School District initiatives for the purpose of improving instructional strategies, meeting Clinical Supervision requirements, and to prepare pre-service students to meet USBE licensing requirements.

Develops and maintains a professional working relationship with School administration(s), University staff, and other members of the Public School Partnership for the purpose of providing relevant input, feedback, and reporting on pre-service student's experiences.

Evaluates pre-service student performance regularly through a Clinical Supervision cycle for the purpose of meeting University and District requirements for Field Experiences.

Mentors Intern teachers, Student Teachers, and other pre-service students for the purpose of assisting University students with instruction, collaboration, problem-solving, and meeting all Field Experience requirements of the University.

Participates in selecting key school-based personnel to assist pre-service students during their Clinical Supervision activities in coordination with building Principals for the purpose of ensuring a quality experience for all pre-service students and to meet the goals of the University/Public School partnership.

Participates in all University Partnership and relevant District meetings for the purpose of gathering and disseminating information to District staff.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: supporting the principal, developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-base competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; human resource processes and procedures; education code.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment-Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; supporting the principal and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions.

There is a continual opportunity to significantly impact the organization's services.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** 3-5 years of successful teaching experience required.

**Required Testing:**

As required by the Utah State Office of Education

**Continuing Educ. / Training:**

Required to work some evenings and weekends.

**Certificates and Licenses**

State of Utah Teaching License

**Clearances**

Continuing Education/Training

Regularly as needed to perform changing essential functions of position

Criminal Justice Fingerprint Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Lane 1 Bachelor's Degree