

**Job Posting- Shared Position between NYSED Education Programs - SCW**  
preservice programs (EC & C); Ferkauf Special Ed MA

**List Title: Clinical Fieldwork & Student Teaching Coordinator/Certifications Officer**

**Salary Range: \$65,000- \$75,000**

**The Clinical Fieldwork and Student Teaching Coordinator/Certifications Officer** finds inclusive and culturally diverse classrooms which welcome fieldworkers and student teachers to mentor teacher candidates. The coordinator prepares faculty supervisors, cooperating schools, and cooperating teachers for compliance with NYC & NYS policy and fieldwork and student teaching requirements. The Clinical Fieldwork and Student Teaching Coordinator/Certifications Officer is responsible for data collection, organization and analysis related to clinical experiences, including but not limited to attendance records, observation reports, final evaluations, and AAQEP accreditation expectations.

**The Clinical Fieldwork and Student Teaching Coordinator/Certifications Officer** monitors teacher candidates' progression through their Educator Preparation Program. They are responsible for gating and documenting students' completion of all necessary requirements to qualify for NYSED state certification. They will work closely with the teacher candidates and with the Education faculty in both the SCW undergraduate and Ferkauf graduate programs and aid students in the completion of their requirements for the Education program of study from admission to institutional recommendation for certification, including fingerprinting and NYS required workshops. They address concerns from candidates and alumni with all certification related issues.

Qualified candidates will be former classroom educators with certification in early childhood or childhood education, have had extensive classroom teaching experience in grades N-6, and be available during school hours for clinical observations and meetings. The Clinical Fieldwork & Student Teaching Coordinator/Certifications Officer visits schools to evaluate placements and cooperating teachers and may also mentor candidates through the required

NYSTCE. The Clinical Fieldwork & Student Teaching Coordinator/Certifications Officer must be familiar with learning management systems, Microsoft 365, and willingness to learn new instructional technology skills.

**Duties and Responsibilities:**

- Monitor applications to the College & University Education Programs
- Monitor teacher candidates' progression through program gates and document student completion of all necessary requirements to qualify for NYSED state certification
- Orient new and transferring students to the requirements for teacher certification
- Enter fingerprint nominations into the Personnel Eligibility Tracking System (PETS)
- Communicate information about required certification exams
- Prepare orientations for the teacher certification pathway
- Recommend, coordinate, or update information in the College's website and TEAMS platforms
- Complete institutional recommendations and assist alumni with certification issues and glitches
- Communicate policy and protocol changes and monitor compliance of NYSED/ NYCDOE requirements
- Direct students to mandated workshops
- Arrange fieldwork and student teaching placements for teacher candidates
- Field calls from area principals & directors and respond to alumni and public inquiries
- Create and/or update student teaching handbooks or infographics
- Manage collection of workshop certificates and field work hours

- Attend department meetings, NYSED/NYCDOE, & AAQEP meetings to remain current on teacher education and field experience/clinical requirements
- Work with the College & University Education Department Chair and to recommend and coordinate updates to the Educator Preparation Program web page and artifacts
- Provide accurate and timely information to teacher candidates in the completion of certification programs in Stern College's Education Department and Ferkauf's Special Education Program
- Perform related data entry duties
- Perform all other duties as assigned

(\*Pending relevant background, teaching opportunities in either program)

**Qualifications:**

- Master's degree in education
- 2-4 years of relevant experience
- Demonstrated proficiency in Word processing, Excel, Google Drive, Microsoft 365, Canvas LMS or similar learning management systems, infographic tools
- Familiarity with data assessment and reporting including Title II reports
- Familiarity with accreditation processes is preferred
- Confidence in working with database management systems
- Effective communications skills, collegial, and cross-cultural sensitivity and awareness
- Excellent attention to detail and accuracy
- Self-motivated
- Ability to interact collaboratively and professionally with diverse groups
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Jewish traditions of Yeshiva University

**Applicants can apply for this position by visiting the page at:**

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcareers.pageuppeople.com%2F876%2Fcw%2Fen-us%2Fjob%2F496891%2Fclinical-fieldwork-student-teaching-coordinatorcertifications-officer&data=05%7C01%7Cmhirsch2%40yu.edu%7Ca818b691afa34799391108db56e152b9%7C04c70eb48f2648079934e02e89266ad0%7C0%7C0%7C638199297990734953%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=2YIxJ2ZFJGQAbTw1%2F5j4qvGl1YgRc7z1Kb8XEjjQNTc%3D&reserved=0>

Job Type: Full Time

Pay:

Benefits:

- Employee assistance program
- Flexible spending account
- Life insurance
- Paid time off

Schedule:

- Monday to Friday

Hybrid work to be arranged with Departments:

Two on site locations, Stern College for Women (Beren Campus) & Ferkauf Graduate School of Psychology