

The University of Texas at San Antonio

Job Description

Job Title: Field Education Specialist
Code: 8125
Salary Grade: 60
FLSA Status: Exempt
Department/Division: COEHD – Center for Accelerated Schools
Reports To: Center Director

Summary

- Function: This position is responsible for providing direct support to schools on-site in the implementation of the Accelerated Schools Model
- Scope: Provides support to schools, administration and staff through trainings, electronic technical support and effective communication.

Duties

- Typical:
 1. Mentors teachers, principals and staff to build their leadership capacity for effective implementation of the Accelerated Schools Model and transformation of their school.
 2. Prepares, plans, and delivers Accelerated Schools trainings, conferences and summer institutes.
 3. Maintains current knowledge of best practices research PK-20 education and promotes the dissemination of this information to the campuses.
 4. Conducts and/or attends meetings with leadership teams, staff and teachers as needed by the campus.
- Periodic:
 1. Assists with conferences, prepares reports on schools per required TEA documentation, develop information materials as needed to support the campuses.
 2. Other duties as assigned.

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	Bachelor's or Master's degree in Education.

Other Requirements

Required	Preferred
Effective interpersonal skills; public speaking experience.	N/A
Knowledge of team building and motivating others.	
Must know and be able to demonstrate current best practices.	
Valid Texas Driver's license or ability to obtain one within 30 days.	

Experience

Required	Preferred
Five years experience as a classroom teacher and administration to include experience designing and delivering professional development to teachers and administrators.	N/A

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Standard office environment.	N/A
Repetitive use of keyboard.	

Supervision

Received	Given
General supervision received from Center Director.	N/A

Accuracy

Proficiency in all phases of the duties performed.
--

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215

Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.