

IN PARTNERSHIP WITH PDS SCHOOL DISTRICTS

I TEACH COORDINATOR

Qualifications as the iTeach Coordinator:

- Earned masters in education or other field closely related to teacher education
- Evidence of successful experience in a collaborative university-school teacher education program
- Minimum of 3 years teaching experience in a K-12 setting (experience that aligns with program of interest)
- Evidence of expertise in the use of classroom assessments and standardized student achievement data to drive professional development and classroom teaching decisions
- Evidence of successful integration of technology into teaching and professional development
- Evidence of experience working with the dominant ethnicity located within the partner district
- Experience working with high-need, diverse student populations in Title I schools
- Desired two or more years of teaching experience in a university or community college setting
- Desired experience with distance learning and technology
- Desired experience working in an administrative capacity

Goals of the iTeach Coordinator:

- To assist in developing teachers within a district-based PDS teacher education program
- To apply proven pedagogy throughout coursework, instruction, student assignments, field experiences, and observations
- To articulate with districts, schools, teachers, ASU, and other project members on behalf of students and PDS

iTEACH COORDINATOR RESPONSIBILITY: COORDINATION OF TEACHER EDUCATION PROGRAM

- Recruit high quality instructors for each course (as necessary)
- Ensure course instructors are trained and are utilizing required technology tools (TK20, Blackboard, Google Sites)
- Ensure course instructors participate in professional development (CTEL, PDS, and site) opportunities
- Submit semester schedule to Division Director per Director timeline
- Submit textbook orders to Division Administrative Assistant per Director timeline
- Collaborate with course instructors to integrate TAP into course content and teaching processes
- Meet with course instructors as a group at least one time prior to semester start
- Ensure courses are inter-disciplinary and job-embedded
- Communicate grading procedures to course instructors
- Meet with course instructors face-to-face bi-weekly to develop/revise lesson plans, discuss student progress, course goals/alignment, TAP integration (or arrange/coordinate course instructor meetings cross-site)
- Meet with course instructors at semester's end to review and update syllabi
- Collaborate with ESL/BLE/SEI Coordinator to deliver AEPA workshops for current TEP students

- Observe courses taught in the TEP to ensure high quality course instruction at least twice per semester

iTEACH COORDINATOR RESPONSIBILITY: COURSE INSTRUCTION

- Plan and deliver 4 courses per year with evaluations at or above the CTEL mean:
 - Undergraduate: EDP311, TEL315, BLE479, Field Experience Courses (and others to equal 4 total per year)
 - Post Bac: EED598, EED521, >>>>>
- Participate in lesson study with course instructors at your own PDS site, as well as other PDS sites (conducting the same course)
- Model solid teaching pedagogy in all coursework
- Seek opportunities to embed coursework in the K-12 setting
- Identify AEPA topics to create formative assessments for each course and post to Blackboard
- Model use of VAT and FLIP video in coursework
- Ensure students post all signature assignments to TK20

iTEACH COORDINATOR RESPONSIBILITY: CLINICAL SUPERVISION

- Plan for and maintain aligned field experiences for each semester (weekly rotation expectations that reflect the course objectives, activities, assignments, and evaluations)
- Collaborate with district personnel to select high quality mentor teachers; assign students to placements
- Coordinate the Clinical Performance Assessment (PA) scoring during all semesters of the program
- Evaluate and supervise student interns/student teachers in field experience by conducting regular walkthroughs
- Co-score a minimum of 10% of Performance Assessments with other PDS Coordinators
- Coordinate clinical rounds (in single mentor program configurations)
- Conduct end-of-semester evaluations of students
- Ensure mentor teachers are trained in TAP
- Co-score Performance Assessments with mentor teachers
- Meet with mentor teachers at the beginning and middle of each rotation (can be done individually, small group, or whole group)
- Fully execute all elements of PDS Handbook

iTEACH COORDINATOR RESPONSIBILITY: RECRUITMENT AND RETENTION

- Plan and execute recruitment of high quality teacher candidates
- Collaborate with ESL/BLE/SEI Coordinator to deliver AEPA workshops to prospective TEP students
- Meet monthly with the assigned academic advisor to review student progress and plan for recruitment
- Develop, administer, and document Professional Improvement Plans as necessary under the direction of the PDS Director. Submit all PIPs to academic advisor, PDS Director, and Division Director

iTEACH COORDINATOR RESPONSIBILITY: DISTRICT/ASU LIAISON

- Lead monthly governance meetings by setting the agenda, coordinating calendars, taking minutes, and posting minutes to the PDS shared site
- Utilize the PDS Handbook and ensure that partner district personnel, instructors, mentor teachers,

and students utilize the handbook

- Oversee PDS NEXT Program Evaluation within the district
- Coordinate participation and collection of videotapes for program evaluation
- Create and submit the ASU Annual Review
- Maintain a local PDS website for faculty associated with the program
- Attend and participate in the following meetings: weekly PDS coordinator meetings, monthly faculty meetings, quarterly leadership council meetings (and promote district attendance), PDS working sessions