Cal Teach [https://calteach.ucsc.edu/] at UC Santa Cruz is part of a University of California system wide effort to increase the number and quality of California math and science teachers prepared for careers in high-need California schools. Undergraduate internships with mentor teachers in K-12 schools are central to UCSC’s program.

Under the direction of the Cal Teach Director, the Intern Coordinator administers the internship program which annually provides approximately 120 academic-year K-12 internships, 15-30 academic-year university Learning Assistantships, and, when funding allows, additional short-term teaching internships. The Intern Coordinator will teach Cal Teach courses associated with the internships (up to five two-unit courses/year is typical) and will help plan and implement additional activities to increase the impact of the Cal Teach program. Responsibilities include recruiting and supporting interns and intern hosts, extensive developmental advising of undergraduates, resolving difficulties that arise for interns or hosts, maintaining internship records, and evaluating internship placements.

The position requires extensive collaboration within the Cal Teach administrative staff and with other Cal Teach instructors, K-12 host teachers and administrators, university faculty and staff, and teacher professional development organizations to coordinate internships and provide appropriate support for prospective teachers. Additionally, it is essential that the incumbent be proficient with common desktop and web applications (e.g., database, email, spreadsheet, and word processing applications).

Applicants with any of the following qualifications are strongly encouraged to apply: High-level professional written and spoken communication skills; demonstrated experience and competency with complex collaborations; experience sufficient to use the Cal Teach Filemaker Pro database and to organize and share information using email, spreadsheets and word processing programs; expertise in secondary science or math teaching, university advising of STEM majors, and/or university/K-12 collaboration.

**Additional Opportunities:** Other Cal Teach teaching opportunities may be possible. Applicants interested in such opportunities would be required to apply to the *Cal Teach: Science & Math Education Lecturer Pool (Ongoing)* recruitment. If selected to hold a temporary teaching appointment, the Coordinator of Fieldwork appointment may be reduced and a Lecturer position added for the duration of the concurrent teaching position; however, at no time would the overall appointment commitment drop below 90% time.

**ACADEMIC TITLE**
Coordinator of Field Work

**SALARY**
Minimum of $63,479, commensurate with qualifications and experience.

**BASIC QUALIFICATIONS**
- Teaching credential or a graduate degree in math or science at the time of application
- Professional experience with one or more California K-16 public educational systems and students

**POSITION AVAILABLE**
As soon as possible after initial review of the applications.

**DURATION OF POSITION**
Initial appointment is part-time (variable, 90%-100% time) through June 30, 2019, with the possibility of reappointment. Should the hiring unit propose reappointment; a review to assess performance will be conducted. Reappointment is also contingent upon the availability of funding.
APPLICATION REQUIREMENTS
Applications are accepted via the UCSC Academic Recruit online system. All documents and materials must be submitted as PDFs.

APPLY AT https://recruit.ucsc.edu/apply/JPF00568.
Please refer to Position # JPF00568-18T in all correspondence.

Documents/Materials
- Letter of application that briefly summarizes how you meet the position’s qualifications, your experience in K-16 education (whatever segments you have worked in), and your collaborative professional efforts (required).
- Curriculum vitae or detailed resume (required).
- Three professional documents that you have written and formatted. For example, letters, email messages, brochures, fliers, reports, etc. (required).
- Contact information for three professional references who can speak to your qualifications relevant to this position (required).
- Teaching evaluations (optional, a maximum of three sets of course evaluations will be accepted).
- Teaching statement (optional).

RECRUITMENT PERIOD (Revised)
Full consideration will be given to applications completed by August 6, 2018. Applications received after this date will be considered only if the position has not been filled.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees. Inquiries regarding the University’s equal employment opportunity policies may be directed to the Office for Diversity, Equity, and Inclusion at the University of California, Santa Cruz, CA 95064 or by phone at (831) 459-2686.

Under Federal law, the University of California may employ only individuals who are legally able to work in the United States as established by providing documents as specified in the Immigration Reform and Control Act of 1986. Certain UCSC positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check (see https://www.uscis.gov/e-verify). More information is available at the APO website (see https://apo.ucsc.edu/policy/capm/104.000%20.html) or call (831) 459-4300.

UCSC is a smoke & tobacco-free campus.

If you need accommodation due to a disability, please contact the Academic Personnel Office at apo@ucsc.edu (831) 459-4300.

VISIT THE APO WEB SITE AT http://apo.ucsc.edu

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