

# University of Houston – Clear Lake Position Description

Job Title: **Director, Center for Professional Development of Teachers**

Job Code: **2255**

Pay Grade: **050** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

## QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree	Field of Education
Experience	Three years public school teaching experience	Administration, Conflict Resolution, and Leadership Training are preferred experiences
License/Certification	Certified elementary or secondary teacher	

*This position may be security sensitive requiring a background check of the final candidate.*

## POSITION SUMMARY

Work with the Teacher Education Advisory Committee, faculty, staff and students to oversee all aspects of the School's field experiences (including the districts' criminal background checks), internships, contracts, student audits, and other aspects of the certification process. Serve as the School's spokesperson on such matters and be the contact person for our member ISDs and Professional Development School partners.

Duties and responsibilities	% Time
Organization, procedures and decisions of field assignments in the School of Education field-based programs.	50
Organization of training, inservices and creation, production and distribution of materials related to field assignments and experiences in conjunction with the Teacher Education Advisory Committee.	30
Consultation, coordination, integration of programs with public school partners, Certification and Advising Officers, Career Services unit, School of Education faculty, professional and support staff.	20

*This position description describes the general qualifications, duties and responsibilities of work being performed.*