Adjunct Lecturer on Education

The Harvard Graduate School of Education’s (HGSE) Teacher Education Program (TEP) and Undergraduate Teacher Education Program (UTEP) seek an instructor to coordinate the Programs’ fieldwork placements for ~25 interns completing licensure requirements during the 2018-2019 AY. The instructor, under the supervision of the Director of TEP and in close collaboration with the TEP Program Administrator (PA) will have primary responsibility for the oversight and completion of the following.

February through mid-June

- February through May: Recruit and confirm school sites and Supervising Practitioners (SPs).
- By mid-June: Prepare/conduct the TEP Intern-Mentor Interview Evening.

Mid-June through mid-August

- By the first week of July: Collect and collate SP’s preferences for interns’ placements.
- By the third week of July: Observe interns and interview interns and summer SPs, using this information to finalize placements (in collaboration with the Directors of TEP and UTEP).
- By August 1: Communicate placement decisions to interns, school liaisons and potential SPs.

Mid-August through November

- Conduct two meetings with SPs (by school site – one in September and one in November) to review fieldwork requirements and assess the success of placements.
- November: Interview interns (by school site) to assess the success of placements and SPs’ mentoring. Prepare/submit a written assessment of the success of placements and the placement process with recommendations for 1) on-going support of intern-SP teams during the practicum and 2) strengthening the placement process.

Qualifications and Application

The ideal candidate for the position will have:

- At least three-to-five years of full-time public school experience at grades 5-12 (teaching core subject matter, Special Education, or English Language Learners).
- Strong interpersonal, organizational, and written and oral communication skills.
- The ability to collaborate with and coordinate the work of multiple constituents.
- Knowledge of the Boston and Boston-area public schools (strongly preferred).
- Daytime availability to visit schools.

This appointment requires about two days of work per week over twenty weeks of instructional time (between February 1 and November 30). For this work, the instructor will be paid at the adjunct rate for teaching a four-credit course.

Interested candidates should send a letter of interest and qualifications as well as a CV to the Office of Academic Affairs (academic@gse.harvard.edu). Review of applications will begin immediately and continue until the position is filled.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veterans, or any other characteristic protected by law.