POSITION OPENING

POSITION: University Supervisor
Part-Full-Time / Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 761
COMPENSATION: $45.00 per hour
LOCATION: College of Communication and Education

ESSENTIAL JOB FUNCTIONS: As representatives of CSU, Chico in the schools, university supervisors promote close and continuing contact for instruction and guidance of credential candidates and make every attempt to be consistent, supportive, and objective. University faculty/trainers:
- Observe lessons and hold brief post observation conferences with the candidate
- Provide written feedback to the candidate
- Support the cooperating teacher in directing the candidate’s classroom activities, planning, selection of instructional strategies and materials, management, and other tasks
- Serve as a resource person for the candidate and the cooperating teacher
- Schedule a 3-way conference to develop specific plans for improvement if there are problems such as the candidate’s competency or commitment to teaching
- Act as a liaison between the candidate and program faculty
- Prepare a letter of recommendation; assist cooperating teachers in further development of their supervisory responsibilities

EMPLOYMENT STANDARDS:
- Required teaching credential in either English, Mathematics, Science or Special Education
- Preferred Master’s degree in Education/Teaching or a related field
- Minimum of 3 years of fulltime K-12 teaching experience or other relevant K-14 experience
- Experience in supervising teaching credential candidates and cooperating teachers

COMPLIANCE REQUIREMENTS:
- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
the CSE HR team at csehr@csuchico.edu.

**BENEFITS:** 24 hours of sick pay per year.

**HOW TO APPLY:**
Application review begins **December 07, 2021**. Open until filled. To be considered for this position, applicants must submit the following:
- Resume
- Three professional references

**BY DROP BOX:** [https://csuchico.app.box.com/f/51d68d51da88450d9c9d03ecbc872315](https://csuchico.app.box.com/f/51d68d51da88450d9c9d03ecbc872315)
**BY EMAIL:** csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**
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