

# POSITION OPENING

CHICO STATE | ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | [www.csuchico.edu/cse](http://www.csuchico.edu/cse)

**POSITION: University Supervisor**  
**Part-Time / Non-Benefited / Hourly / Non-Exempt**  
**RECRUITMENT ID: 779**

**LOCATION:** College of Communication and Education; Candidate must be a California resident at the start of the position  
**COMPENSATION:** \$45.00 per hour

**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 three-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 secondary Mathematics or Science.
- 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.
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Resume

**APPLICATION DEADLINE:** Application deadline is July 11, 2021. Open until filled. Applications can be submitted:

**BY EMAIL:**

[csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

**BY DROPBOX:**

<https://csuchico.app.box.com/f/733db574a77d41b58b89e65ec78b5334>

For questions, please contact Chico State Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** <http://www.csuchico.edu/cse/>

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.

**DISCLOSURE OF CAMPUS CRIME STATISTICS**

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:  
<http://www.csuchico.edu/up>.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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.