Mission of College of Education and Psychology

The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service. Additionally, the College is committed to affirming and promoting global perspectives, cultural diversity, and respect for individual differences as a means of enhancing learning, service, and scholarship.

Purpose of the School of Education

The purpose of the School of Education is to foster the acquisition of knowledge, skills, and dispositions needed for preservice and inservice educators to become successful and ethical teachers and lifelong learners while advancing our respective disciplines in education and being stewards of the discipline.

Operations

A. Hours of Operation
   1. School of Education offices will be open and operating from 8:00 am to 5:00 p.m. Monday through Friday.

B. Branding
   1. The only sanctioned logotype is the UT Tyler logo and School of Education logo. The School of Education logo is available in pdf and jpg formats.
   2. The School of Education has electronic letterhead provided by the University. Use this or official UT Tyler letterhead.

C. Web Pages
   1. Faculty information is available on the SOE website.
      • Faculty are responsible for making sure their individual page is updated on a semester basis (http://www.uttyler.edu/education/faculty/).
      • Faculty will maintain an updated vita through Faculty 180.
   2. Degree Pages: Every program within the School of Education will have a suite of webpages providing relevant and timely information to prospective students, current students, and external stakeholders. It is the responsibility of the program areas to ensure accurate content on the webpages.
   3. All web sites will be updated by the CEP Webmasters.

D. Advertising
   1. Advertisement can be done in the form of brochures, newspaper, TV, radio, job/career fairs. All advertisements must have accurate and current
information and be approved by the Director’s office and Beverly Golden’s Office. Advertising budget is allocated by the Director’s Office.

2. Potential advertising possibilities:
   a. Printed Documents (i.e.: brochures, posters, etc.):
      A. School Of Education
      B. Undergraduate/Graduate Programs, Post-Baccalaureate/ACP
      C. Centers
      D. Grants
   b. Pop-Up Display to be used at job/career fairs, freshman orientation, and other opportunities to advertise our programs.
   c. Electronic Picture Frames can be utilized to display a repeating montage of School of Education activities, faculty, and current events.
   d. Complimentary Items: Small tokens (cups, pencils, pens, rulers, key chains, etc.) to give interested candidates at job/career fairs, Freshman Orientations, etc., will be available from the advertising budget when funds permit.

E. Curriculum and Assessment Lab (BEP 205)
   1. The Curriculum and Assessment Lab, which contains children’s literature, math and science manipulatives, teacher resource guides, and devices/equipment to prepare teacher materials (i.e. die cuts), is available to all School of Education students during published hours. In addition, students and faculty may check out iPads for UT Tyler coursework only. iPad use must follow the iPad policy agreed upon by the faculty at the SOE April 2013 faculty meeting. Student workers will be School of Education majors. When possible, Work Study students will be hired. The Director’s designee will oversee the Curriculum and Assessment Lab. See job description for Curriculum and Assessment Lab Coordinator.

F. Computer Labs (BEP 248 and HPR 134)
   1. The BEP 248 computer lab is an open lab shared with the Department of Psychology and Counseling. The lab will be an open lab during all terms. SOE students can use the computer lab for educational purposes only such as course assignments, or research. The HPR 134 computer lab is used only as a general access lab when the room is not being used for classes. Operating expenses are shared between the School of Education and Department of Psychology and Counseling.

G. Instructional Technology Support
   1. Faculty Computers: Faculty must report any instructional technology problems through Instruction Technology (IT). Email itsupport@uttyler.edu or call 5555. As per UT System requirement, all computers connected to the network must be encrypted.
   2. Laptops: Faculty must sign a property removal form. The Administrative Asst. will provide faculty with the form and will keep on file in the School of Education main office. As per UT System Requirements, all laptops must be encrypted.
3. All devices (i.e. laptops, iPads, etc.) must have a UT Tyler inventory tag. Faculty must provide inventory tag information when requested.
4. Classroom Computers: Faculty may report any problems on classroom computers by calling the number located on the computer stand.
5. Software: Faculty may request the purchase of software through the purchasing process. All software purchase by the SOE will be placed in a secured closet for safekeeping. (This will allow for re-installation when/if needed.) Software is the property of the SOE and UT Tyler.
6. Software support: Faculty will be provided with training on Blackboard, Faculty 180, etc. and must keep updated on applications used by the SOE and University that support instruction and university work.

H. Centers:
1. A center may be established when the best interest of the University will be served by providing a vehicle for bringing together personnel and resources to achieve a specific objective that addresses the mission of the University. The operation of a center should be well integrated into the academic objectives of a department(s) or college(s) or enhance the academic programs of the University. (3.27 HOP)
2. Centers must submit a yearly report on research completed, papers published, grants submitted, etc. to the Director’s Office. Faculty are required to develop funding for the establishment of centers.

I. CEU Credit
1. CEU Credit can be issued by the College of Education and Psychology for Institutes, workshops, etc. Documentation must be maintained to certify that the trainer meets the qualifications required for CEU Credit (Master’s Degree and experience), and an outline of the course objectives and schedule. A charge of $10 per CEU Certificate should be assessed and submitted to the Administrative Assistant. Please contact the School Director if you are involved in providing CEU credits.

Faculty Information/Procedures

A. Scheduling:
1. Assignments are determined by student needs, budgetary constraints, and enrollment data. A tentative schedule has been designed for use over two years with a set rotation of courses at the undergraduate and graduate level. This will facilitate student planning and completion, as well as staffing, and budget issues. Every attempt will be made to match expertise with programmatic needs including use of tenure track faculty, instructors, and adjuncts.
2. Summer teaching assignments may be available for faculty based upon student needs, budgetary constraints, and enrollment data. The Director will make every effort to be equitable in the summer teaching assignment. Unless absolutely necessary, no adjuncts or instructors will be used in the summer.
B. Research Release:

1. Applications for reassignments must be completed and approved prior to the preparation of the schedule for the semester for which the reassignment is requested. (Schedules are usually prepared in September for the following spring semester and in January for the upcoming summer and fall semesters.) If interested in a research release, faculty must make a request in writing using the Departmental Application for Reassignment from Teaching for Engaging in Scholarly Activities form. This form requires that you include a timeline, deliverables, and supporting documentation when appropriate. In addition, all releases must fall under an approved UT Tyler workload category and meet all the requirements for that category.

C. Travel:

1. The Director must approve ALL travel PRIOR to your travel dates. This includes travel that is not funded by the School of Education. This allows the University (and the Director) to keep accurate records of your professional activities. Submitting a Travel Authorization Request also allows you to be covered by insurance in case there is an issue that occurs during your travel. Request travel to conferences using the Request for Approval of Travel form on the SOE website.

2. Prior to traveling, make travel arrangements following the university’s procedures for travel. For all airline reservations, all UT System employees will be REQUIRED to use the following travel agencies: Corporate Travel Planners (CTOP) or Anthony Travel (ATI). Optional: A traveler may book reservations for car and/or hotel through CTP or ATI (a full service travel agency). Faculty may use the airline that meets his or her travel needs, however, use of one of the contract travel agencies to confirm and ticket the reservation is required. UT System has negotiated discounted rates with American, United, Southwest, and JetBlue. CTP has two options for making reservations— the full service agent and the less expensive online booking tool, CONCUR (www.concursolutions.com). At the time of distribution of this manual, CONCUR is not available to us.

3. If using a rental car, employees will be REQUIRED to use the following car rental agencies: Enterprise, Avis/Budget, or Hertz. Car rental reservations may be made through one of the two travel agencies, by calling the car rental agency designated phone number or using the car rental agency online web site. Car reservations will be charged to a departmental travel card. As a reminder, 12-passenger van specific training is REQUIRED through Campus Police.

4. You are allowed to use your own car for travel. HOWEVER, be aware – you will only be reimbursed for the amount that would have been paid for a rental car plus gas cost as determined by UT Tyler’s calculation. You do not need to submit receipts for your gas.

5. Travelers can continue to refer to and use State Comptroller contracted hotels or use a hotel of choice as long as the lodging rates comply with State Comptroller per-diem guidelines. Management encourages the use of discounted rates that are available through the State. Those rates can be
found at http://www.window.state.tx.us/procurement/prog/stmp/stmp-hotel-contract/. The Tax Exempt Forms for hotels in Texas are located in the School of Education main office.

6. Exceptions to using authorized travel agencies include: travel paid by an outside entity; emergency situations (flood, hurricane, etc); when CTP or ATI is unable to provide airfare within $100 of a lower fare available from another source with an apples-to-apples comparison and proven to the Office of Business Affairs in advance of ticket purchase; meeting or conference airfares and discounts that cannot be obtained from UT Tyler’s travel agencies, CTP and ATI. UT System has MANDATED the use of the car rental vendors, unless none of the vendors are able to provide the vehicle type necessary at the location and date required. Exceptions will require approval in writing from the VP for Business Affairs prior to travel and date required.

7. NON-COMPLIANCE: First violation—dean and VP of Business Affairs will provide a reminder and copy of this travel policy. Second Violation—Same as above with notation that this is the SECOND VIOLATION and attending travel training will be necessary prior to any further travel. Travel arranger will be included if this is different than the traveler. A memo explaining why the proper channels were not used will be required from traveler. THIRD VIOLATION persons will not be reimbursed and the travel will then be suspended from future travel until VP for Business Affairs lifts the discipline.

8. Reimbursement: Fill out a Request for Travel Reimbursement Form available on the CEP webpage at http://www.uttyler.edu/educpsych/info_forms.php. Fill in the form on your computer and submit to the Administrative Assistant. The form must be complete before processing. Information omitted from the Reimbursement Form will result in delays. Make sure to include all receipts—including those for meals. Although there is a “per diem”, we have been told that receipts are required and the amount may not exceed the per diem.

9. When faculty receive his or her reimbursement, a voucher is sent to the Administrative Assistant. This voucher must be signed by the faculty member to indicate the faculty member actually traveled and did receive a reimbursement for the expenses submitted. The School of Education will be monitored closely for these signatures during audits, so when notified by the Administrative Assistant that signatures are needed, promptly complete the needed forms.

10. Clinical Travel: Fill out a Clinical Travel Reimbursement Form located on the CEP webpage (http://www.uttyler.edu/educpsych/info_forms.php) each month for travel to Field Sites. Mileage will be calculated from UT Tyler to the site for the designated field days only. Submit this document to the Administrative Assistant.

D. Purchasing

1. To request materials be purchased by the School of Education, complete a SOE Purchasing Request Form located on the SOE website. Faculty must complete the form with detailed item description and as much information as possible (i.e. description of item, vendor, price, etc.) Upon approval from the Director, this form will be submitted to the Administrative Assistant.
E. Grants

1. School of Education faculty are highly encouraged to obtain external funding for various research and training projects.

2. Create a Pivot account (Community of Science) to receive notification about available grants (pivot.cos.com)

3. When submitting a grant proposal, make sure to complete the Proposal Approval Form and have the Director sign off on the project prior to your proposal being submitted. It is critical that the Director review your budget to ensure you are submitting correct information related to personal and other SOE resources. You can find this form on the SOE website or on the Office of Research & Technology Transfer website (http://www.uttyler.edu/research/forms.php). Other grant related forms can also be found on this website.

Routine Faculty Procedures

A. Absences:

1. Faculty must turn in sick leave forms to report extended absences due to illness.

2. Faculty should submit a Request for Approval of Travel even if the School of Education is not paying for your travel.

3. If an emergency occurs and you must miss class, please make sure to email the Director so he/she is aware of the situation.

B. Office Hours:

1. Each faculty member is to schedule a minimum of three (3) regular office hours per week, Monday through Friday, and be available for student conference at other times by appointment. In scheduling office hours, faculty members should give consideration to their availability to all students including those who attend classes only in the evenings. The schedule of hours shall be posted outside the faculty office doors. A faculty schedule card noting each faculty member’s teaching schedule and office hours shall be created at the beginning of each semester. (HOP 3.15)

C. Email:

1. Faculty must check email daily, Monday through Friday. It is expected that faculty will check email and phone messages daily – even from home. If it is your policy to not check email over the weekend, please note that in your course syllabi. To access your email remotely, go to http://outlook.uttyler.edu

D. Telephone

1. Please keep your voicemail message current. Return voice mail messages as quickly as possible.

2. The new phone system no longer requires a code for long distance calls. You still must have a note from God to make an international call.
E. Required SOE, CEP, and UT Tyler Meetings:
   1. Faculty are expected to attend all SOE faculty. SOE faculty meetings will be scheduled once a month or as needed.
   2. Faculty are expected to attend all appropriate Phase Team meetings. Phase meetings should occur throughout the semester to ensure that programmatic and student issues are dealt with in a timely manner.
   3. Faculty are expected to attend all specialized and/or Ad Hoc committee meetings to which they are assigned, elected, or volunteer to support. These committees are important to the functioning of the School of Education.
   4. Faculty are expected to attend CEP Assessment meetings, CEP Faculty meetings, UT Tyler graduation, and all other meetings called by university administrators.

F. Professional Development:
   1. Professional Development Meetings will be scheduled on relevant topics for faculty (i.e.: Faculty 180, grant writing, online teaching, etc.) at convenient times for a majority of faculty. Faculty are expected to attend professional development opportunities.

G. Business Cards:
   1. Faculty should keep updated business cards with current phone number, office, email address, title, etc. Please turn in requests for current business cards to the Administrative Assistant.

H. Faculty 180 Workloads and Vita:
   1. Faculty should verify their semester workload and update their vita using Faculty 180 each semester. This vita will be used in your annual evaluation. Also, make sure your SOE brief vita on the website provides timely information about the work you are doing. (See http://www.utyler.edu/education/faculty/ and click on your name to link to your page.) If your information needs to be updated, send your materials to Sharon Back and Michael Giordano, the CEP webmasters.

I. Consulting:
   1. Consulting is limited to 8 hours per week and cannot interfere with SOE, College of Education and Psychology, or University responsibilities. When an individual’s outside activities exceed the permitted limits (normally one day per week), or when a full-time faculty member’s/researcher’s primary professional loyalty is not to The University of Texas at Tyler, a conflict of commitment exists.

J. Conflict of Interest
   1. UT System has revised System-wide policies regarding the requirements for outside employment, outside activities, and conflicts of interest (UTS180, UTS175) and UT Tyler has revised our institutional policies in the Handbook of Operating Procedures to comply:
a. **HOP 2.5.2 Conflict of Interest, Commitment, Outside Activities**: http://www.uttyler.edu/ohr/hop/documents/2.5.1ConflictofInterest.pdf  
b. **HOP 2.5.5 Conflicts of Interest in Research**  
   http://www.uttyler.edu/ohr/hop/documents/2%205%205%20Conflicts%20of%20Interest%20in%20Research.pdf

2. Employees needing to make requests or disclosures under the policies, and supervisors needing to review requests for approval, will utilize the UT System reporting tool (Outside Activity Portal).

3. Please enter the UT System Outside Activity Portal via this link: http://outsideactivity.utsystem.edu and log on by using your regular username and password. This link will direct you to the Employee Portal to complete and submit the requested information if you have disclosures or requests to make based on the information provided in the policies referenced above.

K. Evaluations:

1. The standard faculty evaluation form in the College of Education and Psychology will used to evaluate the annual progress of faculty. This form will be made available to faculty at the beginning of each academic year. This form compliments the vitae you submit in Faculty 180, reduces the redundancy of past evaluations, and allows you to showcase your work throughout the academic year.

L. Duplication of Materials:

1. Please do your best to minimize our copying costs. Provide links for your course documents, syllabus, handouts, etc., on Blackboard. Do NOT print entire articles or syllabi for your students to read. Create pdf documents and email to students, give students a link to the article in an online format, or put the article in electronic reserve at the library. Syllabi are required to be posted prior to the start of class so send this information to students via email before your class begins. NOTE: The copier in the hallway can create pdf documents.

2. Patriot Printing Requests: When materials need to be duplicated, please do your best to plan in advance so the Patriot Copy Center can provide the copies. They are cheaper than the copier in the hallway.

M. Helpful Teaching Task Checklist

Prior to the Start of Each Semester

1) Email a copy of your syllabus to Administrative Assistant two weeks prior to the start of the semester.

2) Office Hours posted

3) Textbooks ordered – email bookstore@uttyler.edu or use electronic system

4) Blackboard course open and available to students

5) Email students for expectations for first day of class

6) Instructional materials ordered
During Semester:
1) Provide exemplar instruction and feedback to students.
2) Respond to students in a timely manner.
3) Update your Faculty180 to reflect the great work you are doing.

Conclusion of Semester:
1) Submit grades prior to deadline through my.uttler.edu
2) Submit SACS, TEAC assessments to Sharon Back prior to leaving for the semester break
3) Address student issues (e.g. incomplete grades, etc.) as quickly as possible. Incompletes should be resolved within a month when possible.
4) Alert the Director to any problems or student issues that may arise from your course(s).

N. Adjuncts:
1. Adjuncts will be hired only as needed. It is expected that full time faculty will be responsible for the majority of the classes taught through the SOE. Adjuncts will work with the lead faculty member for that course, follow the approved syllabus for the course assigned, and include all Program Assessments. Full time faculty who teach the same course will order textbooks. Faculty must work closely with adjuncts to assure the quality and fidelity of SOE programs.

SOE Standing Committees

A. Phase Teams
1. Each faculty member will actively participate in the phase team in which he/she teaches each semester. There will be a Phase Team leader appointed by the Director. Faculty Phase Teams are expected to meet at least twice times during the semester. Phase Teams are an integral part of our program as well as recruitment and retention.
2. Each Phase Team leader is expected to establish a Student Advisory Council. The SAC will include a representative from each section of every course within the Phase. The Student Advisory Council should meet a minimum of twice a semester (beginning and end).

B. Graduate Studies Committee:
1. The SOE Graduate Studies committee consists of the Coordinator of Graduate Studies, graduate program coordinators and the Director of the School of Education, who will serve in an ex officio capacity. The purpose of the Graduate Studies Committee is to coordinate, develop and support graduate programs within the SOE and to make recommendations to the Director regarding graduate program issues.
2. Specifically, the committee will:
a. Consider policies regarding graduate programs that are consistent with the University Handbook of Operating Procedures as well as policies that are unique to the SOE.
b. Coordinate scheduling of courses to maximize use of resources and to facilitate student progress through SOE programs.
c. Coordinate recruitment/advertising activities for SOE graduate programs.
d. Consider mutually beneficial collaborative efforts with graduate programs outside of the SOE.

3. The Graduate Studies Committee will meet at least once per semester and more frequently if necessary.

C. Tenure and Promotion Committee:
1. The purpose of the SOE Tenure and Promotion Committee is to provide faculty input on SOE Tenure and Promotion policies. These policies will comply with section 3.05 of the UT Tyler Handbook of Operating Procedures (HOP, Revised, 2001). If a University procedure or guideline as stated in the HOP conflicts with a procedure of the School of Education, the HOP will prevail.
2. The School of Education will have a third year review for junior faculty to determine progress in working toward tenure and promotion. This is in accordance with UT Tyler policy.
3. The University of Texas at Tyler requires a post tenure review of tenured faculty every six years as noted in section 3.3.6 of the UT Tyler Handbook of Operating Procedures.

D. SOE Advisory Committee
1. The purposes of the SOE Advisory Committee is to assist the Director in advancing the mission of the SOE and our programs as well as effectively address concerns and issues in the School. The advisory board will be comprised of the Director, Graduate Coordinator, Coordinator of Field Experiences, Certification Officer, TExES Remediation Coordinator and two at-large representatives from the SOE faculty.
2. The SOE Advisory will meet a minimum of one time per semester.
3. All SOE Faculty are welcome to attend Advisory Committee meetings.

Position Descriptions

NOTE 1: It is the job of each faculty and staff member within the School of Education to advance the mission of the SOE and to diligently work on recruitment and retention efforts.

NOTE 2: All of the following position descriptions describe a role in the School of Education that assists with accomplishing our mission. Each person in these positions should represent the School of Education through a positive, helpful demeanor to students, faculty, and the outside community.

A. Director School of Education
The Director is responsible for the organization and operation of the School of Education. He/she oversees curriculum development, budget planning, preparation of course schedules, formation of policies and procedures that facilitate an effective academic environment and the continued success of the teaching process. The
Director shall work with the faculty to establish a vision and mission for the School of Education to ensure the continued advancement of the School of Education. The Director may delegate responsibilities or appoint other faculty to assist in the execution of the duties tasked to the Director. These responsibilities include:

1. Advising the Dean on key issues related to the operation of the SOE policies and procedures that will promote and improve the College’s efficiency and effectiveness; recommending ad hoc committees to explore and address important issues; and, identifying items that need to be taken to the faculty for consideration and/or action.

2. Work with the Dean to design a budget (including the summer self-supporting model) that will allocate funds for required personnel, equipment, and materials needed to facilitate an effective academic environment.

3. Organize course schedules to best meet the needs of all students enrolled.

4. Provide a forum for effective communication that is both vertically and horizontally oriented; serve as a vehicle through which faculty/staff can present ideas and issues for action and resolution that impact the SOE; and stay informed about matters that directly affect them.

5. Serve as a representative and advocate for the faculty and staff in the SOE on College and University Committees.

6. Conduct evaluations related to the College’s assigned mission and recommend changes for improvement across the School of Education.

7. Oversee activities to promote the SOE and its programs.

8. Coordinate secondary coursework with other colleges and departments at UT Tyler.

9. Provide professional development opportunities for SOE Faculty to assure all faculty stay current in needed knowledge and skills related to concepts such as 21st century pedagogy, technology to advance teaching and learning, grant writing, writing for publication, and research based effective practice.

10. Oversee and support senior faculty members as mentors to freshman faculty.

11. Convene SOE faculty meetings on a consistent basis to promote communication and collaboration on issues that relate to the SOE.

12. Work with faculty in the tenure and promotion process.

13. Address all issues that relate to students, i.e. progress in program, appeals, scholarships, etc.

14. Establish deadlines for committee reports, data collection, etc.

15. Coordinate the initial teacher preparation programs

16. Coordinate the SACS Accreditation Process in the School of Education

17. Assist with the development of goals and procedures for CAEP membership.

18. Coordinate the professional development and training of faculty and staff.

19. Represent the School of Education in the East Texas area.

20. Annually develop, review, and update in concert with programs, a strategic plan as well as short- and long-term goals that are in harmony with the assigned role and mission of the College of Education and Psychology.

21. Conduct annual evaluations of the faculty, staff, and adjuncts within the School of Education and College of Education and Psychology staff as requested by the Dean.

22. Other duties as assigned by Dean, Provost, or as needed.
B. Graduate Coordinator

The Graduate Coordinator will work with graduate faculty to develop, review, and update graduate programs in the School of Education. Additional tasks include:

1. Organize graduate course schedules to best meet the needs of all graduate students. The Director will make the final decision on the schedule.
2. Convene graduate studies committee each semester to discuss curriculum and instruction changes, etc.
4. Coordinate advisement for graduate students and refer students to appropriate programs.
5. Complete administrative tasks associated with the graduate programs and graduate student issues (i.e.: transfer of coursework, petitions to the Graduate School, scholarships, etc.)
6. Develop SOE specific recruiting and retention plans. These are in addition to the general recruitment done by the CEP.
7. Implement recruiting and retention plans.
8. Other duties as assigned by the Director.

C. Coordinator of Clinical Experiences

1. Coordinate activities with the administrative assistant in the Office of Clinical Experiences
2. Update all forms and written communication for district educators and SOE students
3. Work with the Office of Clinical Experiences' Administrative Assistant to ensure that appropriate and proper paperwork is sent to students and school personnel
4. Provide information to supervisors and to the SOE Administrative Assistant to make sure each supervisor has been appropriately appointed.
5. Train supervisors on how to submit mileage reports
6. Make sure each supervisor has access to email
7. Train supervisors on student and supervisor requirements for each Phase/Block
8. Train supervisors on use of all required forms for each Phase/Block
9. Train mentor teachers in all levels on expectations of mentor teachers.
10. Update and provide a handbook for mentor teachers and supervisors that includes expectations and requirements of each phase
11. Determine load for each supervisor
12. Serve as Liaison to public schools.
13. Work closely with school principals and assistant principals in schools that UT Tyler students are placed to plan appropriate placement of students for each certification level.
14. Ensure that EC-6 students receive field experiences in general education classrooms as well as ESL and Special Education environment
15. Work with schools to provide opportunities for teacher candidates to go to departmental and school faculty meetings.
16. Work with schools to provide opportunities for teacher candidates to observe an RTI meeting to discuss differentiated instruction for individual students if possible.
17. Communicate with each school’s administration prior to school starting to clarify expectations of students, mentor teachers, and UTT supervisors.
18. Listen to concerns expressed by principals and districts so that the School of Education can make informed responses.
19. Communicate with SOE administration and faculty about field placements.
20. Work with supervisors and Phase teams on clinical concerns and issue.
21. Collect data for evaluations of supervisors and submit to the Director.
22. Assist with recruitment and retention efforts.
23. Other duties as assigned by Director.

D. Curriculum and Assessment Lab Coordinator
1. Post job opening for student worker positions on Patriot Jobs in the summer for the fall and spring semesters, and again in the spring for any summer positions available. All students hired must go through Patriot Jobs. Limit applicants to Education majors.
2. Review applications on Patriot Jobs. Set up interviews with students. Students may only work a maximum of 19.5 hours per week. When finances allow, it is best to hire three students to cover all the time that the CAL is open.
3. Hire student worker(s). Complete the process on Patriot Jobs, and take the applicant to SOE Administrative Assistant. She will have them give her information and will guide them to Human Resources.
4. Students should sign in daily in the SOE Administrative Assistant’s office.
5. Students already working in the CAL can train any new student workers on the way the system operates.
6. Update the written instructions for student workers each semester.
7. Be available to students (in your office, or by email or phone) for questions and problem solving.
8. Assure that materials are amply stocked. Students can make list of materials that need replenishing.
9. Order any new materials, books, testing kits etc. Fill out purchase order request and give to the Director for approval.
10. Keep technology and technology up and running. If problems arise, contact IT for computer issues.

E. TExES Preparation/Remediation Coordinator
1. Schedule and teach three-hour preparation/orientation PPR sessions each month.
2. Coordinate content area TExES remediation with Director and SOE faculty working with TExES preparation.
3. Keep records of attendance for each preparation session.
4. Work with the Office of Clinical Experiences and the Certification Office on attendance records so that promotion to the next Phase for each student is accurate.
5. Work with the Office of Clinical Experiences and the Certification Office on registration for group sessions.
6. Work with the Office of Clinical Experiences and the Certification Office to advertise prep sessions.
7. Maintain and advertise specific office hours so that students can drop by for assistance with the test.
8. Select, order, and generally oversee materials to assist students with study materials. Most of these are kept in the Curriculum & Assessment Lab and coordinator’s office.
9. Maintain a list of resources helpful for the PPR and content area TExES for student and faculty use.
10. Research any websites, seminars offered by other universities and/or companies, etc. in order to stay current on various avenues for students to use to prepare for test.
11. Assist students with one-on-one tutoring when needed. This includes, but is not limited to:
   a. Being available via email, office hours, special called meetings, etc.
   b. Going over scores, previous study information, etc. to assist students in finding their weak areas and choosing the best course for studying
   c. Supporting students that have taken the test multiple times in whatever needs they have.
12. Coordinate content area TExES remediation with Director.
13. Schedule annual meetings with Director and Dean to discuss what is being done and possible changes that might need to be made.
14. Other duties as assigned by Director.

F. Staff: SOE Administrative Assistant
The Administrative Assistant will provide the following faculty support:
1. Ordering copies from printing services. Make sure to submit a minimum of 24 hours in advance.
2. Providing necessary forms for faculty (i.e.: Grade Change Form)
3. Faxing
4. Distributing Mail
5. Maintaining supplies for successful operation of networked printers
6. Collecting syllabi from faculty
7. Assisting faculty with travel
8. Assisting faculty with reimbursements

Administrative Assistant will provide the following Administrative support:
1. Entering the course scheduling into the UT Tyler system
2. Maintaining faculty records
3. Entering faculty, adjunct, and student worker appointments
4. Entering faculty work load reports
5. Requesting room assignments per semester
6. Coordinating and scheduling Faculty searches
7. Preparing teaching contracts
8. Maintaining and updating graduate student files
9. Maintaining inventory records for SOE
10. Professional and Clinical Travel (see Travel Procedure attached)
11. Purchasing for the SOE
12. Paying all bills for the SOE  
13. Conducting monthly Budget Reconciliations for the SOE  
14. Maintaining payment for mentor teachers in SOE  
15. Request bids for needed equipment, software, etc.  
16. Other duties as assigned by the Director

G. Office of Clinical Experiences
The Administrative Assistant in the Office of Clinical Experiences is responsible for:
   1. Coordinating paperwork associated with all clinical experiences (all phases and blocks)  
   2. Distributing communications to students, teachers, schools, and faculty concerning clinical experiences  
   3. Coordinating materials for Committee on Students  
   4. Update the Clinical Experiences database  
   5. Update the Clinical Experiences Blackboard Organization to facilitate communication with students  
   6. Other duties as assigned by the Coordinator of Field Experiences, Graduate Program Coordinators, and the Department of Psychology and Counseling Chair or SOE Director  
   7. Other duties as assigned by the Department of Psychology and Counseling

I. The Director of Teacher Certification is responsible for:
   1. Updating administration and faculty concerning rules and regulations concerning Teacher Certification in the State of Texas  
   2. Advising students in the post-baccalaureate certification program (STEP)  
   3. Creating and updating the STEP handbook  
   4. Approving and documenting TExES Examinations  
   5. Representing UT Tyler SOE on State Committees when needed.  
   6. Making recommendations for certification  
   7. Serving as Title II manager  
   8. Completing state and national reports regarding certification issues (i.e. CAEP) as well as data collection for these reports as needed.  
   9. Verifying that interns meet all the TAC requirements for an internship.  
  10. Making recommendations for probationary certifications when agreed upon by Director of Teacher Certification, Director of the School of Education, and Dean.  
  11. Communicating with districts on legal placements requirements  
  12. Coordinating internship needs with Coordinator of Clinical Experience, Office of Clinical Experiences, and School Director  
  13. Other duties assigned by the Dean or School Director

The Administrative Assistant in the Certification Office is responsible for supporting the Director of Teacher Certification.

J. SOE Academic Advising and Recruiting Office
The Advisor/Recruiter in the SOE advising office is responsible for:
1. Advising all undergraduates in each of the Phases or Blocks toward teacher certification and degree completion.
2. Developing an active schedule for recruiting undergraduate students.
3. Implementing the recruiting schedule for the School of Education.
4. Serving as liaison to Tyler Junior College, Kilgore Junior College, Trinity Valley Community College, UT Tyler Palestine Campus, and UT Tyler Longview Campus, and other community colleges.
5. Establishing and maintaining retention efforts for undergraduate students.
6. Creating handouts and speaking at orientations to assist with prospective students’ entry into the School of Education.
7. Updating SOE information on advising handouts and SOE documents.
8. Updating SOE student handbooks with the Director.
9. Attending professional development sessions on advising, customer service, etc. that will advance the work in the Advising Office.
10. Other duties as assigned by the Director.