

CE Faculty Coordinator (Field Based Experience)
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=268474>

Downloaded On: Nov. 18, 2025 3:06pm

Posted Nov. 18, 2025, set to expire Nov. 29, 2025

Job Title CE Faculty Coordinator (Field Based Experience)
Department Staff
Institution Austin Community College
Austin, Texas

Date Posted Nov. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

CE Faculty Coordinator (Field Based Experience)

Job Description Summary:

Coordinates all components of field-based experiences within the Teacher Certification Program, including informal and formal observations, documentation, compliance audits, and certification data integrity. Manages field supervisors, supports host sites, and ensures TEA requirements are met for all Internship, clinical, and residency candidates. Acts as the institutional liaison for field placements and certification systems. Additionally, teaches one course per semester.

Job Description:

Description of Duties and Tasks

- Coordinates, monitors, and evaluates all field-based experiences (FBEs), ensuring alignment with TEA requirements and program standards.

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- Provides leadership for the recruitment, onboarding, and ongoing support of field supervisors across all content areas and certification pathways.
- Teaches one course per semester as assigned.
- Oversees the informal observation process, including review of documentation, supervisor calibration, and feedback models to support candidate development.
- Ensures all required documentation related to FBEs, observations, placements, and mentor teacher credentials are accurately collected and securely maintained.
- Leads audit preparation, ensuring continuous compliance with TEA standards for certification programs, including verification of placement logs, observation forms, and program benchmarks.
- Coordinates field placement logistics with school districts, host campuses, and cooperating teachers, maintaining positive partnerships and open communication channels.
- Supports certification processes by verifying eligibility requirements, completing necessary recommendation documentation, and auditing student files for accuracy.
- Serves as a liaison between the Teacher Certification Program and the Texas Education Agency (TEA) regarding field-based experience expectations, updates, and policy shifts.
- Collaborates with program staff to ensure student success, high-quality supervision, and the continuous improvement of clinical experiences.
- Participates in department planning, accreditation reporting, advisory board meetings, and contributes to strategic program development.
- Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data for training project reporting and management purposes.
- Develops and writes monthly and final project reports, including grant-related reporting as necessary.
- Coordinates with the Continuing Education Manager or Director for training project management activities.
- As necessary, assists the Austin Community College Grant Writing Department in developing, writing, revising, editing, and submitting grant proposals to funding agencies (with a focus on Texas Workforce Commission grants) at a quality level that supports the likelihood of award; ensures grant submission criteria are met in grant proposals.
- As necessary, participates in technical training provided by funding or partner agencies and stays informed of changing grant standards and guidelines.

Knowledge

- Field experience requirements and TEA educator preparation program standards.
Observation frameworks, teacher performance assessments, and coaching techniques.

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- Certification requirements for Texas teacher candidates.
- Best practices in teaching, mentorship, and educator evaluation.
- TEA audit procedures and compliance systems.
- Relationship-building strategies with K-12 schools and partner districts.
- Program, implementation, and delivery processes.
- Data documentation, manipulation, and reporting processes.
- Program funds management and allocation.
- Standards and proposal guidelines for contract and grant writing and documentation.
- Contract and grant terminology.
- Federal, state, business, and other agency contract and grant processes.
- Understanding the comprehensive mission and philosophy of community colleges.
- Principles and practices associated with Servant-Leadership.

Skills

- Maintaining an established work schedule, which may include evenings and weekends and multiple campus locations that vary.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Excellent written and verbal communication for documentation, training, and stakeholder engagement.
- Attention to detail for tracking candidate progress, placement records, and compliance artifacts.
- Project management and workflow design to ensure timelines and audit preparation.
- Data analysis to assess supervisor effectiveness, placement trends, and certification readiness.
- Ability to foster a culture of support, accountability, and growth within field experiences.
- Maintaining confidentiality of work-related information and materials.
- Coordinating all phases of contract and grant management processes, including budgets, as needed.
- Establishing and maintaining effective working relationships.
- Researching grant and resource opportunities. Assists grant writing department with proposal development.
- Working and interacting with multicultural groups of people.
- Ability to work well in a team environment.
- Effective coaching techniques.
- Familiarity with TEA systems and teacher certification.

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Technology Skills

- Use a variety of spreadsheet, word processing, database, presentation and other software applications.
- Use a variety of college-wide IT systems and processes.

Required Work Experience

- Minimum of three years of experience in educator preparation, field supervision, or instructional leadership.

Preferred Experience

- Experience working with field-based experiences in a teacher preparation program.
- Experience managing supervisors or mentors in a PK-12 setting.
- Familiarity with TEA audits and state-level compliance systems.

Required Education

- Bachelor's Degree in Education, Instructional Leadership, or a related field.

Special Requirements

- Reliable transportation to visit school sites and attend district partnership meetings.
- Availability to work flexible hours to accommodate supervisor schedules and partner school needs.

Physical Requirements

- Work is performed in office, classroom, and school settings.

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- Subject to driving, walking, sitting, and using technology for extended periods.

Safety

- Ensure safe and ethical practices in field experiences.
- Maintain confidentiality and uphold professional standards in all supervision and compliance activities.

Salary Range

\$63,475 - \$79,343

Disclaimer: This position is subject to annual review and re-evaluation based on the organization's fiscal year planning. Continued employment beyond each fiscal year is not guaranteed and will depend on factors such as business needs, budget allocations, and performance evaluations. The organization reserves the right to modify, extend, or discontinue the position at its discretion following each review or at any time prior.

Number of Openings:

1

Job Posting Close Date:

December 2, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and

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responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/CE-Faculty-Coordinator--Field-Based-Experience-_R-8662

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Austin Community College

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