

WACTE Field Director Chair Role - for role alike group

- Being a point person for Field Directors across the state – someone people can come to with questions, issues, concerns, agenda items for meetings; connecting people to each other and to WACTE leadership.
- Maintaining Membership Roster across 33 institutions and multiple programs and roles (there are about 65 members on the current roster). Managing / maintaining an email list that is up-to-date..
- Meeting Facilitation – 3 times per year; coordinating with Joyce Westgard (WACTE Executive Director); setting a meeting time; soliciting agenda items from members, preparing materials, connecting with the PESB liaison, email communication before and after meetings; facilitating meetings (virtual or in person); supporting community-building; organizing & sending minutes + video recordings...
- Reporting to the WACTE General Meeting – three times a year. (Report is about 5 minutes, based on Field Director meeting)
- Support the Field Director group in data gathering and resource sharing... as needed or requested
 - Examples:
 - Field Director Survey on how we count student teaching “hours” - Feb 2021
 - Shared Folder with examples of Field Placement Plans - Jan 2021
 - Data on emergency certification & mentor recruitment and supervisor pay - 2018
 - edTPA data
 - Staying involved in WACTE and conscious of issues that are active across the state as these bear on internships and field-related issues. Helping to envision new & relevant issues for our group.

Qualifications: At least 3 years in the WACTE Field Director role alike community – regular participation in Field Director meetings, etc..

Term: to be determined... (recommend 2-3 years).

Historical Notes from January 2018 - Field Director Meeting (Jeremy Delamarter, chair)

Writing a Job Description for the Field Director Role-Alike Lead

Qualities/qualifications/duties the group is looking for:

- Facilitator
- Liaison to WACTE at large
- Formalizing action items
- At least two years in role alike community
- Vision casting

Selection process

- Current chair will send a call for nominations
- Group will vote through an as-yet-undetermined process in the spring meeting
- New chair and chair-in-waiting will be chosen. *(not sure a chair in waiting is needed – but a co-chair could work if one person does not want to do lead alone - FH Oct. 2022)*
- Chair-in-waiting will serve as secretary for meetings *(we've adopted an institutional rotation for note-taking – FH, Oct. 2022)*

It was suggested that we find a way to broadcast meetings for members who are unable to attend. Zoom is a possibility. We will trial this at the spring 2018 meeting. *(hahaha, Oct 2022)*