

# Site Supervisor Job Description Ed Division

Position Title: Site Supervisor: Education Division - Graduate  
Date: 7/1/2025  
Department: School of Professional and Graduate Studies, Education Division  
Status: Adjunct / at will consultant  
Reports To: Director of Clinical Placement & Licensing, Kim Jacobson  
Salary: \$90 per observation in person, \$75 per observation virtual,  
OR \$700 per student for student teaching semester

## Position Overview:

Our supervisors review lesson plans, observe lessons, assist in developing administrative strategies, provide feedback on strategy implementation, provide oral and written feedback, and serve as mentors to future educators and administrators. All supervision is aligned with state standards and Alverno's innovative outcomes based educational programs. Depending on where students are in the program, their intended certification, and their methods courses, supervisors may supervise each student anywhere from once to four times in a given semester.

Alverno serves a variety of students in our graduate education programs from traditional post baccalaureates who are serving as emergency teachers to highly experience administrators working toward their doctorate and the Superintendent/District Administrator license. We place supervisors in a variety of districts throughout Southeast Wisconsin. The majority of Alverno's placements are in Milwaukee, West Allis, Wauwatosa, and southern districts including Racine and Kenosha. We also have placements in Waukesha, Oconomowoc, Whitefish Bay, South Milwaukee, Sussex, St. Francis, and many more. Our biggest certification areas are regular education K-9th grade, special education K-12th grade, administrator license, and director of pupil services. We also have many students seeking multiple licenses together and students seeking K-9th grade regular education with bilingual and ESL.

## Areas of Need:

Looking forward, our biggest need is for Spanish speaking supervisors. Supervisors who speak Spanish and could supervise in bilingual classrooms, mostly in MPS, will have the priority in selection.

Our other growing needs are for either combination certification SPED/Regular ed individuals, those who reside in the Racine/Kenosha or Waukesha/Oconomowoc areas, and any supervisors who hold administrator licenses. If you do not meet those criteria, you are still welcome to apply, but please know that supervision may be limited to a few students based on student enrollments.

## More Information About The Clinical Process at Alverno:

Clinical Placement Roles and Responsibilities: This document includes a checklist for stakeholders in the clinical experience. It is broken down into phases to keep all stakeholders on track during the clinical experience. <https://tinyurl.com/AlvernoClinicalCheckList> Also, feel free to visit our Clinical Guide (linked below) to learn more about Alverno's clinical process. <https://tinyurl.com/AlvernoClinicalGuide> Our rubrics are all visible to the community through this link.

### Working Conditions:

School sites throughout the community and web based applications.

### Skills & Qualifications:

1. Positive communications skills.
2. Passion for coaching and supporting novice educators.
3. Growth mindset.
4. Ability to schedule weekday visits to school sites throughout the semester.
5. Ability to provide narrative feedback to students verbally and in writing.
6. Interest in collaborating with students, instructors, mentors, and other supervisors to enhance the clinical experience.
7. Ability to manage various roles of a supervisor such as evaluator, mentor, cheerleader, liaison, etc.
8. Basic computer skills. We utilize email, a placement management and evaluation system called LiveText, and occasionally virtual platforms and/or video for observations.
9. Ability to maintain confidentiality.
10. Own transportation and willingness to travel to school sites in our region or in the areas outlined above.

### Education & Experience:

#### Required

- Holds a Wisconsin teacher and/or administrator license (or previously held)
- Bachelor degree or depending on license, Master of Arts in Education degree from an accredited university

#### Preferred

- Spanish speaking
- Holds a Wisconsin Administrator license
- Experience evaluating and coaching educators
- 3 years of teaching experience in K-12

### Next Steps:

Alverno has the following module to complete as an initial step for consideration to become an Alverno supervisor: <https://tinyurl.com/AlvernoSupervisorTraining>

Please be thoughtful in your responses. Because Alverno's model is to use narrative feedback loops to support student and faculty growth, this module will help us to see what areas of supervision may best suit you. It will also provide Alverno a record of your licenses and subjects so if it is a good match, we can consider which courses and candidates may be the best suited for matches in the future.

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**

*In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact [HR@alverno.edu](mailto:HR@alverno.edu).*

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*