

 **Field Education Director**

 **Social Work Program**

**REPORT TO:** Social Work Program Director

**E CLASS:** FT 10 Month

**FLSA:** Exempt

**PURPOSE:**

The Social Work Program invites applications for the position of Field Education Director to fill a 10-month faculty position to begin in August 2022. Successful candidates will be expected to teach at least 2 courses in the fall semester and 2 classes (one being Field Seminar) the spring; reinforce and support field as the signature pedagogy for social work education in accordance with CSWE Educational Policies and Accreditation Standards; engage in outreach and coordinate efforts with potential placement settings for the purpose of accepting social work interns; oversee the field placement process of all students; meet with students individually for field readiness to educate on field process and expectations; utilize CastleBranch background check system as well as SWEAP to assist with field placements; maintain communication with students seeking and/or currently in field placement processes and responding to student questions, issues, and concerns that may come up during placement process and once in placement; maintain a current and accurate field handbook and field manual; provide supervision, support, and education to field liaisons; contribute to the CSWE accreditation process; collaborate and create a strong relationship with the Program Director and perform duties as requested, delegated, or assigned; attendance and participation in professional development or field related events and/or conferences; contribute to curriculum development; participate in school and college service; advise and mentor students; grading and assessments; evaluating students’ academic performance; maintaining an environment conducive to learning for diverse students; engage in scholarly/professional activities and service activities in accordance with the College’s policies and procedures

**REQUIRED QUALIFICATIONS:**

Master’s degree in Social Work from a CSWE-accredited school; two-four years of significant post-MSW direct practice experience is required; provides leadership, oversight, and management of the field education area and the curriculum to ensure the successful preparation of diverse graduates for social work practice; familiarity with anti-oppressive practice; significant engagement with and positive reputation among local social welfare agencies and organizations; record of or potential for excellence in teaching; successful interview and teaching demonstrations; ability to work with diverse populations and engage with a collegial and inclusive culture. **This is a 50% workload release position.**

**PREFERRED QUALIFICATIONS:**

Ph.D. or DSW in social work or related field; Licensed at least at the Masters level; field education experience; work experience in higher education; experience teaching at both the BSW and MSW levels; prior experience supervising BSW or MSW students; experience teaching electronically facilitated courses; record of scholarly contributions; demonstrated experience in Blackboard or other Learning Management Systems; experience incorporating current literature and evidence-based practice in applied setting or scenarios; demonstrated commitment to diversity, equity and inclusion and student success as well as working with diverse student populations; excellent English written and verbal communication skills.

**KNOWLEDGE, SKILLS & ABILITIES:**

* Demonstrated commitment to diversity, equity, and inclusion.
* Experience in writing reports and other types of correspondence.
* In-depth understanding of computer operating systems, such as Google Suite, Microsoft Office, and Smartboards.
* In-depth understanding of applicable local, state, and federal laws, rules, and regulations.
* The ability to perform multiple tasks at the same time with high accuracy and within the constraints of a deadline.
* Effective oral and written communication skills.
* Ability to work well with others, be professional, and maintain confidentiality
* Ability to perform, organize, and prioritize work independently.

**WORK ENVIRONMENT:**

The work environment at Miles College is collaborative, congenial, and supportive. This position is primarily indoors. Typically, faculty work with minimal supervision. There may be some walking, standing, bending, carrying light objects such as papers, and books, and driving a vehicle may be required.

**TRAVEL:**

Some travel may be required.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).