Methods of Instruction

G.A. Position: Methods of Instruction

Department: Secondary Ed./Foundations of Ed.

Supervisor: Dr. Edwin P. Christmann

Job Description:

Job Functions/Responsibilities:

- Scheduling: Schedule approximately 30 students for three different microteaching sessions. This involves establishing student schedules for teaching and observing peers (8:30-4:00) and securing two room assignments.
- Providing equipment: Sign up for and distribute equipment (e.g., VCRs, overheads, and cameras) to microteaching rooms and the regular classroom.
- Establishing teaching environment: Prepare regular classroom and microteaching rooms in advance of instruction and return furniture to original place afterwards.
- Providing feedback: Observe and provide feedback for half the students at each microteaching session (6 days per semester) and on student self-analyses.
- Coaching: Be available before and after classes and during some office hours to provide assistance to students.
- Attending class: Attend all scheduled Elements classes on Tuesday and Thursday.
- Conferring with instructor: Receive training from the instructor regarding all the duties listed here and also to ask for further assistance if needed.
- Assisting other SEFE faculty: When the ten weeks of Elements has been completed, assist other SEFE faculty or office staff.

Desired Qualifications:

- Computer skills – word processing, data base management, etc.
- Good oral and written communication skills

Appropriate SRU Graduate majors:

- Secondary Education Math/Science
- Elementary Education Math/Science
- Counseling and Educational Psychology

Supervisor’s Expectations:

- Not to exceed 17.5 hours per week
Contact Information:

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