FAST Program Coordinator Job Description
Start date: Spring 2021

We are seeking a faculty member (T/TT/Lecturer) to take on coordination of the FAST student teaching assessment beginning in the Spring of 2021. The FAST coordinator receives a 6 WTU buyout both fall and spring semesters.

The FAST coordinator leads all of our assessment activities for Fresno State's in house Teaching Performance Assessment, including work with coaches and teacher candidates in both the Multiple Subject and Single Subject programs. In addition to assuring that teaching candidates understand the different tasks involved in the FAST, the coordinator trains new coaches, assures calibration of coaches each year, and collects/reports all data related to the FAST. Some work setting up TK20 also is involved.

A specific list of responsibilities follows:

COACHES and FACULTY
- Training of new coaches and faculty to support candidates
- Calibration of new coaches/faculty (every semester) and yearly recalibration of experienced coaches and faculty to score the FAST tasks, including maintaining a pool of calibration tasks for each task and each program/discipline area
- Reviewing administration and scoring procedures with coaches each semester
- Sending out and receiving scoring logs from coaches and faculty at the beginning and end of the semester
- Assigning or facilitating double scoring partners for 15% of each task each semester
- Answering questions related to unusual situations, failures, and retaking procedures

TEACHER CANDIDATES
- Oversee orientation for each of the FAST tasks
- Mediate disputes of scores
- Support of students affected by COVID (most student teachers in spring 2020 delayed the SVP to fall) and their coaches

TK20
- Approving the setup of the FAST task binders
- Oversee sending out FAST task binders to appropriate candidates
- Oversee matching candidates to coach/scorer and double scorer
- Reviewing scores entered on Tk20

DATA
- Statistical analysis of scores
  - Reliability of scoring
  - Bias: gender, ethnicity, language

CCTC
- Reports completed and submitted 4 times a year
  - Credential Recommendation Verification (January and June) - list of candidates who have passed all FAST tasks by the end of the semester, including Social Security number, ethnicity, gender, data of passing of each task
  - Title II (January) all candidates who have taken (passed or failed) the FAST tasks from the previous year
  - Accreditation System (August) – program data by task by section, including number of candidates, mean rubric score, standard deviation for year just completed
- Updating and approval of FAST system, as required

Preferred Qualifications:
- Full time, T/TT/Lecturer faculty (although we will consider the applications of part-time lecturers)
- Familiarity with and experience working with the FAST
- Able to work in a collegial and professional manner with coaches, single subject partners and faculty.

To apply, please email a CV and statement describing your experience with FAST and assessment to Dean Randy Yerrick (yerrick@csufresno.edu) and Interim Associate Dean Kathleen Godfrey (kgodfrey@csufresno.edu by October 12. Onboarding will begin this semester while the actual start date will be spring semester 2021.