



Association of Teacher Educators Special Interest Group (SIG) Coordinator | Position Description

Purpose: The Special Interest Group (SIG) Coordinator position serves as one of ATE's Association Development Specialists (ADSs). These individuals are adjuncts to the ATE staff and expand the services of the Association office to meet specific operational or programmatic needs. The ADS positions are unpaid, but individuals are recognized for their service and are reimbursed for certain expenses. Where possible, the ADSs coordinate their work with appropriate committees within the organization.

Position Description: The role of the SIG Coordinator is to serve as the primary liaison for ATE's fifteen SIGs. The position provides leadership, guidance, and support to SIG Chairs, and ensures these groups meet ATE's guidelines (Bylaws and Policies & Procedures). The position offers insights for expanding and supporting the Association's membership services through unique SIG networking experiences.

Responsibilities: The duties listed below provide a focus of specific responsibilities of the SIG Coordinator position. Other duties may evolve depending on the individuals' interests, areas of expertise, and our continuing conversation of the work involved with ATE's SIGs.

- Work with the Special Interest Group chairs to make sure they are active and fulfilling their responsibilities in working with SIG members.
- Coordinate meetings of the SIG chairs at conference events.
- Work with ATE's Director of Meetings and planning committees to ensure SIGs have adequate meeting times and space during conference events and pass on any special requests from the SIGs.
- Work with the CEO to make sure the SIG website is updated as needed and the SIGs have what they need.

Eligibility Requirements: Current membership with ATE and actively engaged in the Association. Prior involvement with ATE's SIGs as a member or chair is preferred.

What We Offer You:

- The opportunity to work with a team of talented, dedicated leaders and educators.
- Participation in team brainstorming sessions and meetings aimed at improving membership services.
- Inter-institutional engagement with teacher educators across the US.
- Complimentary annual membership during the term of service as an ADS.

Duration: ATE's Association Development Specialists serve for renewable three-year terms.

About ATE: The Association of Teacher Educators (ATE) was founded in 1920 and is the only national, individual membership organization devoted solely to the improvement of teacher education for both school and postsecondary teacher educators. ATE members represent over 650 colleges and universities, 500 major school systems and the Association represents its members' interests before governmental agencies and educational organizations. ATE's representational form of governance offers members an unusually high level of opportunity for national leadership. The Association publishes two professional journals and conducts an Annual Meeting and Summer Conference with sessions intended to help members in their careers and to improve teacher preparation. ATE is a 501-C3 non-profit education organization. You can learn more about ATE and its work at www.ATE1.org

Application Process: Completed application, resume and letter of interest, and two letters of endorsement. All application material (except endorsement) should be submitted through the following google form: [SIG Coordinator Position Application](#). Letters of endorsement should be addressed to ATE's Chief Executive Officer, Dr. Alisa Chapman, and sent via email (info@ate1.org). The application deadline is November 30, 2025; however, review of applications will begin as early as November 1st and occur on a rolling basis as submitted.