

# COORDINATOR OF CLINICAL EXPERIENCES AND SCHOOL PARTNERSHIPS

**Department:** School of Education  
**Reports to:** Dean, School of Education

## Position Summary/Purpose

The Coordinator of Clinical Experiences and School Partnerships is responsible for the placement of teacher candidates in clinical placements. The Coordinator is responsible for partnerships with schools in which candidates complete their clinical placements, as well as developing opportunities for the School of Education to partner with PK-12 schools.

## Essential Responsibilities

- Oversees all aspects of the clinical experiences of the teacher education program.
- Maintains strong relationships with schools in which students have clinical experiences, including appropriate recognition of cooperating teachers and schools.
- Collaborates with professors who teach the clinical practica, as well as the Coordinator of the Master of Arts in Teaching program.
- Assigns students to schools for their clinical practica, including coordination with faculty in other disciplines (art, music, p.e., foreign language).
- Insures that teacher candidates meet expectations of all clinical experiences, in collaboration with SOE faculty and staff.
- Meets with each candidate during each clinical placement.
- Assigns university supervisors for clinical observations.
- Establishes and develops school partnerships to foster programs, placements, and community collaboration.
- Collaborates with university personnel who focus on school partnerships and grants.
- Communicates effectively with faculty, staff, and school partners.
- Participates actively in School of Education initiatives and committees, as well as with all faculty and staff of the School of Education.
- Represents the School of Education by participation in professional organizations, including the Chicago Area Directors of Student Teaching (CADST), and with governance agencies.
- Maintain accurate records regarding clinical placements.

## Essential Qualifications

- Master's degree in education.
- Educator licensure.
- Teaching experience.
- Skills in collaboration, organization, and communication.
- An ability to communicate effectively (oral and written) with students, administrators, faculty, staff members, and outside constituencies.
- An orientation to detail and precision.
- Computer skills including Microsoft Office programs.
- Possess a clear understanding and personal commitment to North Park University's mission of Christian higher education.

Effective date: 2018

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.