

**Job Code:.....101321**  
**Position#: ..... (PSA) (E)**  
**Developed by:..... DB, DM**  
**Reviewed by:..... . . . LK**  
**Approved by:..... LK**  
**Date: ..... 11/18**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Field Placements

**DIVISION:** Academic Affairs - Alan Shawn Feinstein College of Education & Professional Studies (CEPS) – School of Education

**REPORTS TO:** Director, Office of Teacher Education

**GRADE:** 9

**SUPERVISES:** Support Staff

**BASIC FUNCTION:**

Coordinate field placements across URI teacher certification programs; ensure that field placements meet teacher certification program and RIDE certification requirements; communicate and collaborate with faculty, students, and school partners; assist director in the day-to-day administration and operational functions of the Office of Teacher Education within the School of Education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate field placement experiences and requests with teacher preparation faculty and OTE staff.

Collaborate with OTE staff and teacher preparation faculty to provide short- and long-term planning and strategic management regarding field placements and district partnerships.

Prepare and distribute field placement information to teacher candidates, teacher preparation faculty, and school partners (e.g. Student Teaching Handbook).

Maintain and update the School of Education database with teacher candidate and placement information.

Create and give presentations to teacher candidates, faculty, and school partners regarding field experiences, including trainings and information sessions.

Foster communication with school districts, administrators, and classroom teachers to secure field placements, including consistent placement commitments, from districts.

Assist OTE director and teacher preparation faculty in building, maintaining, and strengthening relationships with school partners.

Respond to inquiries from teacher candidates, faculty, and school district contacts via phone, scheduled appointments, walk-ins, and email.

Collaborate with teacher preparation faculty and advisors to ensure that teacher candidates have met all prerequisite requirements to engage in field experience and assess student readiness.

Collaborate with teacher preparation faculty and school partners to ensure that field experiences meet program and certification expectations.

Collect and track data on teacher candidates, field experience, and school partnerships for certification, state approval, and national accreditation purposes.

Adhere to RIDE policies and procedures regarding field placements, certification, etc.; as well as follow URI policies and procedures as they relate to clinical education.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Assist with teacher candidate advising as needed.

Supervise practicum courses as needed.

Update the School of Education website when appropriate.

Other duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printer, word processing, database management and spreadsheet software.

#### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

#### **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in education, communication, or a related field; Demonstrated classroom and/or administrative experience within the field of K-12 and/or higher education; Demonstrated ability to multi-task and prioritize tasks; Demonstrated ability to manage complex communications; Demonstrated planning and organizational skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to maintain highly sensitive or confidential information; Demonstrated computer experience with databases, record keeping including using spreadsheets, and other relevant office software; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Master's degree in education, communication, or a related field; Demonstrated ability to develop positive relationships and partnerships with internal and external stakeholders; Demonstrated customer service skills; Demonstrated ability to learn complex information; Demonstrated ability in planning and/or implementing strategic initiatives; Demonstrated ability to work cohesively in a highly collaborative team-based environment; Demonstrated ability to work within comprehensive data collection and reporting structures; and, Demonstrated experience in critical thinking and problem solving.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**