

Nipissing University
JOB DESCRIPTION

POSITION TITLE:	Practicum Coordinator
DEPARTMENT:	Schulich School of Education
CLASSIFICATION:	Coordinator A
WAGE GRADE:	WG 50
EMPLOYMENT DEFINITION (STATUS):	Full-Time Support
SUPERVISOR:	Practicum Officer

SUMMARY OF FUNCTIONS:

Reporting to the Practicum Officer, the Practicum Coordinator will coordinate the practicum components of the Bachelor of Education program and the distribution and collection of mandatory practicum documentation. The Practicum Coordinator will request appropriate placements from school boards throughout Ontario and ensure that the placements meet the standards outlined by the Ontario College of Teachers. As the main contact for the community placements, the Practicum Coordinator will review teacher candidate-initiated placements for suitability and relationship building.

DUTIES & RESPONSIBILITIES

Teacher Candidate Practicum Coordination and Support (70%)

- Prepare, distribute and collect Practicum Registration Forms for current and incoming teacher candidates
- Assign placement school board, taking into consideration teacher candidates' choices on Practicum Registration Forms
- Communicate with school board personnel, principals and teachers to secure placements required for education courses and any other placement-related issues
- Review final placements to ensure teacher candidates will meet Ontario College of Teachers (OCT) requirements and make changes as required
- Monitor outstanding placements and contact school board personnel, principals and teachers as required
- Monitor and track placements of teacher candidates with special circumstances (deferred placements, accessibility accommodations, etc.)
- Arrange additional and make-up practicum as required
- Monitor practicum absences and notify the Practicum Officer of significant accumulated absences
- Meet with teacher candidates individually or in groups to discuss practicum policies, placement changes ensuring consistency
- Delegate tasks to the Secretary, Practicum Office Assist with the development, preparation and maintenance of the Practicum Handbook
- Develop and prepare presentations for the required Practicum I and II information sessions designed to support teacher candidate placement success

Introduction to Teaching (ITT)

- Develop, distribute and collect practicum documents for all ITT students
- Develop, prepare and maintain Handbook for ITT
- Develop, prepare and present ITT information sessions

- Liaise with course instructor over practicum issues
- Ensure that all student log forms are received by the office
- Ensure teacher candidates complete and submit required Work/Education Placement Agreement for each placement
- Coordinate and track required Police Vulnerable Background Check documentation for all teacher candidates. Assist with collection, tracking and communication of all practicum related forms and information

Coordination of Community Leadership Experience

(30%)

- Prepare, distribute and collect Community Leadership Experience declaration of interest form, and the Community Leadership placement information forms
- Provide guidance to teacher candidates with the Community Leadership Experience placement search
- Review final placements to ensure teacher candidates will meet course requirements and expectations
- Monitor outstanding placements and communicate with teacher candidates regarding deadlines
- Monitor and track placement hours, log forms, and placement supervisory reports of teacher candidates to ensure successful completion of placement
- Work with teacher candidates who were unsuccessful to find alternative placement arrangements
- Develop and implement information sessions on the Community Leadership Experience course including process and placement requirements
- Liaise with community organizations to ensure all necessary requirements are met for a successful placement
- Develop new and maintain existing relationships with community organizations and programs throughout Ontario
- Develop and update the Community Leadership website
- Develop, prepare and maintain Handbook for CLE
- Submit final grades on WebAdvisor

Any other duties as assigned by supervisor

QUALIFICATIONS:

Education: Bachelor's degree in Administrative Studies or closely related field

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training, Experience, Knowledge & Skills Required:

- A minimum of one to two years of experience in an education setting with relevant administrative experience
- Ability to prepare and implement plans of Practicum Officer and Practicum Office
- Ability to work in a team environment as well as independently
- Ability to work with minimal supervision
- Knowledge of word processing, database and other relevant software programs
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Excellent interpersonal and organization skills
- Knowledge of university system
- Knowledge of issues surrounding education in Ontario
- Excellent problem-solving skills

- Excellent time management skills
- Knowledge of current Police check policies in Ontario
- Excellent public speaking and presentation skills
- Ability to relate to faculty, students and board contacts
- Self-motivated

RELATIONSHIPS / CONTACTS:

Supervised by: Practicum Officer

Internal contacts: Faculty, students and staff

External contacts:

- Community organizations throughout Ontario
- Board of Educations throughout Ontario
- Teachers and School Principals
- Other University Placement Coordinators
- Prospective Students
- Ontario Provincial and Municipal Police Stations

MATERIALS UTILIZED:

- General Office Equipment
- Practicum Policies and Procedures
- Academic calendars
- Ontario Curriculum documents
- College of Teacher's Foundation of Professional Practice
- Ontario College of Teachers Act
- Ontario Teachers Federation Code of Ethics

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Light to moderate physical demands
- Visual and mental concentration
- Sitting, standing and walking
- Separate work station
- Pleasant work surroundings

I have read my job description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee

Date

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Approvals

Supervisor

Date

Director, Human Resources

Date