

**Nipissing University**  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Practicum Officer
<b>DEPARTMENT:</b>	Practicum Office, Schulich School of Education
<b>SALARY LEVEL:</b>	Four (4)
<b>EMPLOYMENT DEFINITION:</b>	Full-time Administration
<b>SUPERVISOR:</b>	Manager, Education and Professional Studies
<b>DATE LAST REVISED:</b>	April 2023

**SUMMARY OF FUNCTIONS:**

Reporting to the Manager, Education and Professional Studies, the Practicum Officer, Schulich School of Education is responsible for all aspects of the practicum component in the consecutive and concurrent Bachelor of Education program. This includes but is not limited to the day-to-day operations of the BEd Practicum Office; developing and fostering relationships with District School Boards and School Authorities; recruitment and supervision of Faculty Advisors; and the provision of direct support to Teacher Candidates.

**DUTIES & RESPONSIBILITIES:**

**Management of BEd Practicum Office**

**(40%)**

- Provide administrative leadership to the daily operations of the Practicum Office through operational oversight and management
- Act as a resource and primary point of contact for the Practicum Office both internally and externally
- Provide guidance and support to office staff on all practicum related matters and take a leadership role in problem solving concerns related to practicum placements, teacher candidates, associate teachers, faculty advisors, etc.
- Support Practicum Coordinators with planning and assigning student placements. Provide final approval on placements ensuring all placements uphold internal practicum policies, regulations of external governing bodies (Ontario College of Teachers), and accreditation requirements
- Consistently monitor the student experience with practicum, identify areas of improvement, and develop new policies and office practices that support the highest level of programming
- Represent the Practicum Office at meetings as requested. Act as a subject matter expert and resource for the Nipissing community and external partners
- Participate in student events by providing practicum information and responding to student inquiries.
- Collaborate with internal departments on all matters related to practicum including but not limited to the Dean's Office, Office of the Registrar, Student Development and Services, Finance Office, etc.
- Contribute to creation of the Practicum Schedule
- Lead the annual reviewing and updating of all practicum related documents, including but not limited to teaching candidate practicum packages, admission information, practicum handbooks, Faculty Advisor handbook, and practicum website
- Contribute to strategy creation, development, and continuous improvement of the BEd program
- Ensure maintenance of accurate confidential records for the Practicum Office
- Provide up-to-date reports and information or matters related to Practicum as requested

## **BEd Practicum Supervision and Teacher Candidate Support**

**(40%)**

- Recruit, hire, and train Faculty Advisors
- Create supervision routes that take into consideration student demand, Faculty Advisor capacity, geographical limitations, etc and is fiscally responsibility
- Develop and maintain all documents required for Faculty Advisor training and supervision
- Collect and evaluate feedback for future planning and programming
- Meet with and regularly communicate with Faculty Advisors regarding expectations, routes, changes to routes, etc. and respond to all Faculty Advisors inquiries
- Assist with Faculty Advisor contracts by ensuring information is shared to Manager, EPS in a timely and accurate manner
- Deliberate, mediate, and navigate complex practicum issues between various external stakeholders (Associate Teachers, Teacher Candidates, Faculty Advisors, Principals, etc)
- Consult with Faculty Advisors on student issues, offering suggestions and options that support student success, including but not limited to arranging second opinions
- Meet with students to provide information about practicum, respond to inquiries, and any placement concerns.
- Monitor all student progression, respond to complex student issues, and meet with students at-risk, and provide support and/or make referrals to appropriate support as necessary
- Work collaboratively with Student Development and Services and make necessary arrangements to ensure the provision of student accommodations on practicum
- Manage student requests and records for practicum changes, deferrals, and leaves of absences, ensuring program integrity and academic requirements are met.
- Review student practice teaching reports from associates and advisors, prepare student files for Practicum Committee and Student Appeals Committee
- Submit final Practicum grades for Practicum I and Practicum II

## **Management of Relationships with School Districts, School Authorities, and Partners**

**(10%)**

- Develop and foster positive relationships with School Districts, School Authorities, and external agencies (e.g. Ministry of Education, Ontario College of Teachers, Ontario Teacher's Federation and affiliates)
- Gather and ensure compliance with external partners policies (e.g. WISB, Health & Safety, Police Vulnerable Sector Checks)
- Develop and maintain Practicum Agreements with School Districts, School Authorities, and partners
- In collaboration with the Dean, lead the development of alternative placements such as international placements, outdoor education, indigenous education, and community leadership.

## **Budget**

**(10%)**

- Manage expense claims submitted by Faculty Advisors
- Ensure expense eligibility and compliance with established financial policies
- Monitor budgets and responds to inquiries regarding expenses related to Practicum Supervision
- Assist the Manager, Education and Professional Studies with budget planning

**Other duties as assigned.**

## **QUALIFICATIONS:**

**EDUCATION:** An undergraduate degree, a Bachelor of Education is considered an asset.

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

## **Training, Experience, Knowledge & Skills Required:**

- Minimum of two years related experience in educational administration.
- Classroom experience is preferred and considered an asset
- Knowledge of Bachelor of Education program requirements
- Knowledge of word processing, database, Datatel, PowerPoint, Web Advisor, Internet and other relevant software
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Ability to remain positive and professional
- Tact and diplomacy
- Ability to work under pressure
- Ability to prioritize work
- Superior interpersonal and organizational skills
- Supervisory and leadership skills
- Knowledge of the university system as well as the school board system
- Knowledge of issues surrounding education in Ontario
- Excellent problem-solving skills
- Excellent public-speaking skills
- Excellent time management skills and decision-making skills
- Ability to work in a team environment as well as independently

## **RELATIONSHIPS/CONTACTS:**

**Supervised by:** Manager, Education and Professional Studies

### **Supervises:**

- Secretary B
- Practicum Coordinator

**Internal Contacts:** Students, faculty, staff

### **External Contacts:**

- Directors of Education
- Superintendents of Education
- Principals
- Teachers
- Prospective students

## **MATERIALS/EQUIPMENT UTILIZED:**

- General office equipment
- Ellucian Colleague
- Collective Agreements

## **PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:**

- Numerous deadlines
- May have to manage students/parents inquiries
- Long hours may be required
- Considerable visual and mental concentration
- Sitting, standing and walking
- Continuous interruptions

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I have read my position 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.

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Employee Name (please print)

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Employee

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Date

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**Approvals**

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Supervisor

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Date

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Human Resources

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Date