

Nipissing University
JOB DESCRIPTION

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

SUMMARY OF FUNCTIONS:

Reporting to the Practicum Officer, the Practicum Coordinator is responsible for developing, coordinating and supporting the practicum component of the BEd program, the Community Leadership Experience course and the Introduction to Teaching (OTT) course.

DUTIES & RESPONSIBILITIES:

Teacher Candidate Practicum Coordination and Support (65%)

- 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
- Contact school board personnel, principals and teachers to secure placements required for education courses
- 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, placements abroad, etc.)
- Provide teacher candidates with the opportunity to complete an alternative placement
- Arrange additional and make-up practicum as required, ensuring the administrative fee has been paid.
- Assist in development and implementation of Practicum I and II class sessions
- Monitor practicum absences and notify the Practicum Committee of significant accumulated absences
- Meet with teacher candidates individually or in groups to discuss practicum policies, placement changes ensuring consistency
- Ensure teacher candidates complete and submit required Work/Education Placement Agreement for each placement
- Coordinate and track required Police Background Check documentation for all teacher candidates
- Develop and update website regularly
- Delegate tasks to the Secretary, Practicum Office (mail-outs, data entry, placement update, etc.)
- Develop, distribute and collect practicum documents for all ITT students
- Develop, prepare and maintain Host Teacher Handbook

- Develop, prepare and present practicum information sessions
- Liaise with course instructor over practicum issues
- Ensure that all student evaluations are received by the office
- Provide course instructor with list of students who successfully complete placement for the purpose of final grading
- Assist with collection, tracking and communication of all practicum related forms and information

Monitor Teacher Candidate Performance and Practice Teaching Evaluations (15%)

- Liaise with faculty advisors, principals and teachers regarding teacher candidates who experience difficulty, ensuring confidentiality
- Review teacher candidate practice teaching evaluations from associate teachers and faculty advisors
- Identify and monitor teacher candidates who receive an overall rating of “Does Not Meet Expectations” on a practice teaching evaluation
- Communicate with teacher candidates who receive an overall rating of “Does Not Meet Expectations” on a practice teaching evaluation regarding practicum expectations and possible outcomes
- Advise Practicum Officer and Associate Dean of teacher candidate practicum issues
- Prepare the files of teacher candidates who receive an overall rating of “Does Not Meet Expectations” on a practice teaching evaluation to be reviewed by the Practice Teaching Committee
- Notify teacher candidates if they are required by the Practice Teaching Committee to complete additional or make-up practicum and make suitable arrangements
- Ensure all practice teaching evaluations are received for all teacher candidates and follow-up with associate teachers who do not submit the evaluation
- Liaise with the Practicum Officer regarding fifth-year teacher candidates requiring a faculty advisor evaluation
- Assist the Practicum Officer in preparing teacher candidate appeal files

Prepare and Administer Course Requirements for Practicum I and II Courses (15%)

- Develop, prepare and maintain the Practice Teaching Handbook for each year of the concurrent program
- Develop, prepare and implement at least two presentations for the required Practicum I and II courses designed to support teacher candidate placement success
- Organize and schedule workshops from other internal departments
- Submit final grades on WebAdvisor

Committees/Workshops (5%)

- Organize and co-chair the Concurrent Section Representative Meetings with the Associate Dean
- Develop, prepare and present information sessions/workshops for Fall Open House and March UpClose
- Represent Schulich School of Education on various committees (Professional Week , Practice Teaching, New Student Orientation)

Any other duties as assigned

QUALIFICATIONS:

Education: Bachelor’s degree in administrative studies or closely related field

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

Training, Experience, Knowledge & Skills Required:

- Minimum of one to two years of relevant administrative experience
- Experience in an education setting considered an asset
- Ability to prepare and implement plans of Practicum Officer and Education Office
- Ability to work in a team environment as well as alone
- 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, staff and students

External Contacts:

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

MATERIALS UTILITZED:

- General Office Equipment
- Practice Teaching 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

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

Approvals

Supervisor

Date

Human Resources

Date