



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 11/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Coordinator of Partnerships and Placements
Status: Full-time, 35-hours per week
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Director of Partnerships and Placements

PRIMARY PURPOSE:

Work with Director of Partnerships and Placements to ensure the implementation of all policies and procedures related to partnerships and placements between the Feinstein School of Education and Human Development (FSEHD) programs, PK-12 Schools and community agencies and organizations.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- In collaboration with the Director of Partnerships and Placements, review, maintain and monitor school districts' requirements for observation, practicum and student teaching placements.
- Modify and/or establish placement procedures in accordance with district policies.
- In collaboration with Director of Partnerships and Placements coordinate and maintain the process for securing observation, practicum and student teaching placements. Manage the placement / matching of teacher candidates with cooperating teachers.
- Maintain teacher candidate, cooperating teacher and clinical placements data bases.
- Consult with Associate Deans of Teacher Education to ensure teacher candidates meet all requirements for student teaching. Review and approve student teaching online applications and permit forms.
- In collaboration with Program Coordinators, coordinate and maintain communication with teacher candidates regarding placement information, student teaching information, and student teaching certificates.
- Maintain communication with department chairs, program coordinators and faculty to identify appropriate practicum sites, college supervisors and cooperating teachers and ensure all practicum and student teaching requirements for are met.
- Plan and execute student teaching orientation meetings each semester in collaboration with Director of Partnerships and Placements and Associate Deans of Teacher Education.
- Update Student Teaching Handbook and maintain Office of Partnerships and Placements web presence in consultation with the Director of Partnerships and Placements.
- Facilitate and coordinate teacher candidates' criminal background checks as per district regulations.
- Process clinical instructor, cooperating teacher payments and mileage reimbursements.

Occasional Job Functions:

- May supervise student workers.

- Perform other duties and responsibilities as assigned by the Director of Partnerships and Placements.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree.

Experience:

Minimum of five years' experience in coordinating practicum and student teaching placements, or similar experience placing undergraduate or graduate students in experiential learning opportunities.

Skills, Knowledge and Abilities:

- Strong facilitation, negotiation, and collaboration skills.
- Strong organizational and oral and written communications skills.
- Flexibility and creativity in problem-solving and the ability to multi-task.
- Team-oriented.
- Ability to maintain confidentiality.
- Represent the FSEHD and the college in a professional manner.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.