



**DATE ISSUED:** 03/08  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Education Field Experiences

### **JOB SUMMARY**

Coordinates field-based experiences for all professional education placements for the College of Professional Education, the College of Arts and Sciences and the College of Health Sciences for Texas Woman's University through the Professional Development Center. The Professional Development Center serves as the university's central point of contact to secure field experience placements in PK-12 schools. Responsibilities include working with Director of Professional Development Center to coordinate placements, sites and supervision, working with school administrators, teachers and field personnel to identify and maintain successful field experiences and supervision of teacher certification candidates in their student teaching practicum, performs analysis of certification eligibility and, assists students with completion of forms and counsels on requirements. The position requires regular office hours which includes working with walk-in student traffic. Work is performed under minimal supervision and evaluation is based on acceptable completion of assigned duties. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director, Professional Development Center

*Supervises:* No supervisory responsibilities

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Secures all professional field experience placements for teacher certification candidates, coordinating admission into the university's student teacher program and conducting student teaching enrollment meetings.
- Counsels undergraduate, post-baccalaureate and graduate students across academic programs on student teaching and certification requirements and procedures.

- Reviews transcripts, degree plans, deficiency plans and student teaching applications to ensure undergraduate, post-baccalaureate and graduate students meet the eligibility requirements for each student's specialized academic program.
- Processes student teaching requests through Independent School District Human Resources Offices.
- Develops and manages a student teacher database, including eligibility criteria, certification requirements, demographics, contact information.
- Schedules, organizes and conducts student teacher enrollment meetings.
- Encumbers travel funding for university student teacher supervisors (full-time faculty and adjunct faculty).
- Corresponds with Independent School District Human Resource Managers and cooperating teachers regarding student teacher placement.
- Provides certification students with the opportunity to implement many of the strategies and techniques they have learned about in their professional course work.
- Serves as liaison with student teachers and cooperating teachers.
- Composes correspondences to student teachers concerning changes in requirements and updates on programs and policies.
- Responds to inquiries regarding departmental policies and certification issues, by phone, email and in person.
- Provides accurate information to undergraduate and graduate students about completion of degree requirements, academic standards, and support systems available at Texas Woman's University.
- Composes correspondence (including emails) to students, faculty, staff and school district personnel.

### ***ADDITIONAL DUTIES***

- Performs additional job-related duties and responsibilities as requested.

### ***EDUCATION***

Bachelor's degree in related field.

### ***EXPERIENCE***

Two years in academic setting required.

### ***REQUIREMENT***

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES** - *The following are essential:*

- Familiarity with legislation that impacts educators both at state and federal levels.
- Ability to read transcripts and calculate grade point averages.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions and other outcomes.
- Knowledge of university policies and services regarding admissions, registration, programs of study, etc.
- Knowledge of Texas Higher Coordination Board rules and regulations.
- Knowledge of the Texas Education Agency and State Board for Educator Certification general provisions.
- Working knowledge of office practices and methods.
- Proficient in Microsoft Office Programs.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Employee Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***