**Position Purpose**

Responsible for placement of all TESC teacher education students in school districts to satisfy practicum and student teaching requirements. Responsible for building and maintaining close professional ties with school district administrators and K-12 teachers and for determining proper placement (based on NCLB Act highly qualified guidelines and school “fit”) for 90 Master In Teaching (MIT) students in two different K-12 classrooms as well as placements each quarter for the Special Education endorsement program. Provide career advising to students in the areas of interviewing skills and techniques, letter writing, resume preparation and recruiting information.

**Nature and Scope**

This position reports to the Master In Teaching Program Director.

Organize and coordinate field placements for TESC teacher education students. This duty requires building and maintaining close professional ties with school district administrators and K-12 teachers.

Gather and organize a wide variety of data from alumni, principals, and mentor teacher surveys, state pedagogy assessment data and student teaching rubric that result in program decisions that have positive impact on student learning.

Work with K-12 professionals to prepare job search workshops, mock employment interviews and on-campus education job fairs that have resulted in a high percentage of MIT students employed immediately after graduation.

Assist in the development of informational publications, including the Student Teaching Handbook, MIT Guidebook to Policies, Procedures and Resources, the MIT Catalog, MIT Connection Newsletter and other promotional materials.

**Additional Duties**

Coordinate the Professional Certificate Program with information sessions, outreach to alumni and school district personnel, oversee application process, acceptance to program, registration and program completion.

Supervise and coordinate graduate assistants with office assistant tasks. Work closely with Student Employment, Registrar and Academic Budgeting with timecards, FERPA Training, employment and payroll paperwork.

Prepare and monitor Personal Service Contracts for Student Teacher Mentors, Special Education Practicum Mentor Teachers, and Guest Speakers for MIT Program and Special Education Program.

Prepare travel reimbursement and petty cash reimbursement for MIT Director and staff.

Coordinate P-Card purchases for MIT Program. This requires reconciling monthly purchases and yearly audit.

Order Office Supplies from Office Depot.

Assist with coordination of PEAB Meetings – Meal Tickets, Parking, Mileage Reimbursement, Agenda, Information Packets, and Substitute Teacher Reimbursement.

Assist in organizing the MIT Graduation Celebration (Hooding Ceremony) – Facilities, Media Services, Conference Services, Program for Hooding Ceremony, Set up and Clean up.

Fall Field Observations – Centralia Middle School, Foss High School and Lincoln Elementary School. Coordinate the student visits at the school, advice MIT students of the proper procedures at each school.

Coordinate the renewal of Liability Insurance for MIT Students.

Student Teaching Orientation: Discuss and distribute Student Teaching Handbooks and Placement File Letters of Recommendation, discuss importance of Code of Professional Conduct for Education Practitioners and Oath of Confidentiality during student teaching experience and procedures for Liability Insurance.

New Student Orientation: Discuss Fingerprint Clearance, Oath of Confidentiality, Code of Professional Conduct for Education Practitioners, Institutional Application For Teacher Certificate, Character and Fitness Supplement, and Liability Insurance. Distribute and discuss the MIT Guidebook to Policies, Procedures and Resources.

Coordinate Brown Bag Lunch Series during Winter Quarter for Second Year Students: resume writing, placement file, job search workshops, mock employment interviews, on-campus education job fair and K-12 professionals as guest speakers.