

THE DIRECTOR OR COORDINATOR OF STUDENT TEACHING

The position description for the "Director" or "Coordinator" of Student Teaching is multifaceted and varied across the fourteen institutions of the State System of Higher Education. In some instances the director or coordinator position encompasses the role of Assistant and Associate Dean. In addition, some institutions delegate the role of "Certification Officer" to the director or coordinator of student teaching. As a result, the assigned duties and responsibilities are unique to the overall configuration of the title and position in each of the fourteen state institutions. For the purposes of this paper, duties and responsibilities are provided which are consistent to the position across the fourteen state universities. It is important to note that the included list is not comprehensive, and that position descriptions vary from institution to institution. Complete position descriptions for the director or coordinator are on file at each University.

Professional Duties and Responsibilities

Ultimately, the director or coordinator is responsible for the placement of teacher candidates in approved field experiences and student teaching sites. Under his or her direction, all teacher education candidates are assigned to pre-approved professional school or agency sites for the development of professional competencies. The placement of field experience and student teachers, in educationally sound environments, is fundamental in ensuring that quality candidates are recommended to the state for teacher certification. In addition, the following major responsibilities of the position include:

- Serve as the contact with public and private schools or agencies to obtain placements and ensure adherence to University procedures.
- Maintain a network of contacts and communications with principals and administrators of schools and agencies within the University's service area for the purpose of selecting and confirming field experience and student teaching assignments.
- Serve as liaison with students, faculty supervisors, cooperating teachers, administrators and other designated personnel in public and private schools and agencies in matters related to field experience and student teaching.
- Serve as a resource and problem-solver for University and basic education personnel for students in the field.
- Monitor and process student applications for the semester for student teaching ensuring that all university requirements are met, including but not limited to: Act 34 and Act 151 Clearances, Praxis Test Scores, and Department Approvals.
- Conduct University Training Sessions or Workshops for school based teacher educators and cooperating teachers.
- Provide University Student Teaching Practicum or Seminar Sessions for students during the semester of student teaching.
- Inform appropriate University personnel of any changes in teacher certification requirements as per the State Department of Education.
- Support and participate in the State System of Higher Education's Field Director's Forum to promote effective teaching practices, policies and procedures for the state, and when necessary, provide professional leadership for systematic educational reform.