

Classification Description

Job Title: Clinical Instructor/Placement Coordinator (School of Education) Pay Grade: 115

Job Code: 3809

FLSA Status: Exempt

Job Purpose

This Clinical Instructor provides direct instruction, supervision, and instructional leadership to the clinical education program. The incumbent also coordinates clinical placements for lower division students, the Elementary Education program and the Early Childhood Education program. The Instructor/Coordinator is responsible for developing and maintaining relationships with school district administrators and early childhood center directors in order to maximize the number of clinical placement opportunities available to our students. The incumbent is responsible for matching students with appropriate clinical placements, documenting placements, communicating placement information with all stakeholders including college faculty and cooperating teachers, compensating cooperating teachers, and preparing reports on clinical placement statistics as needed. The Clinical Instructor/Placement Coordinator is credentialed, or responsible to become credentialed, as a certified Internship supervisor. This is a 10.5 month (213 duty day) position.

General Responsibilities

Essential Functions

Establishes and maintains a culture of academic rigor and instructional excellence for students and cooperating teachers participating in the clinical education program.

Serves as liaison with specific College personnel to resolve placement issues and explain student placement needs.

Supervises students as their instructor of record during final internship and practicum courses.

Conducts clinical placement training sessions and recruits cooperating teacher participants; prepares and processes contracts for mentor teachers in school settings.

Contacts schools in service area districts to secure placements for education program candidates and maintains the student/school database to comply with current legislation and program approval guidelines.

Responsible for becoming a certified EDE4940 instructor and teaching one section of the course per semester.

Clinical Instructor/Placement Coordinator (School of Education)

Represents the School of Education at center, school and district functions for the purposes of securing additional placements and building collaborative relationships with all placements.

Cultivates relationships with diverse education settings to develop additional placement sites.

Tracks placements across various settings to identify trends and the potential for future placements.

Monitors and documents teacher credentialing requirements; assists teacher candidates with placement requirements, state guidelines and necessary certification requirements.

Ensures students meet program requirements to include completing appropriate coursework and clinical (school-based) experiences; monitors student progress, performance and growth for teacher certification and to ensure all graduates have mastered teaching and clinical practices.

Manages application processes for practicum and internship phases of the program; conducts new cooperating teacher orientation sessions.

Coordinates course schedule, registration, and tracking of the clinical educator certification program.

Maintains accurate records of evaluations completed by cooperating teachers. Contacts teachers who are delinquent in submitting evaluations to obtain the reports.

Tracks and prepares required teacher and student documentation for state reporting purposes.

Organizes and facilitates a career event for students in their final internship to establish on site interviews with school district personnel.

Refers students to other College services as needed.

Performs other related duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally-accredited institution of higher education in a PK-12 education related discipline.

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Three (3) years of successful full-time professional teaching experience in a PK-12 environment.

Trained Clinical Educator credentials within the state of Florida.

Documented strength in written and verbal communication.

Demonstrated experience using a personal computer, office software such as MS Office, Excel and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective in working with diverse populations.
- Exhibit a positive disposition in stressful situations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.

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- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 10, 2019. Revised: August 25, 2021. Revised: July 1, 2023.