

# Classification Description

**Job Title: Clinical Placement Coordinator/  
Instructor-School of Education**

**Pay Grade: 116**

**Job Code: 3809**

**FLSA Status: Exempt**

## **Job Purpose**

This Clinical Placement Coordinator/Instructor's primary responsibility is to coordinate clinical field experience placements for students enrolled in lower division courses, the Elementary Education program, and the Early Childhood Education program. The Coordinator/Instructor 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 leadership, faculty, and cooperating teachers; compensating cooperating teachers; and preparing reports on clinical placement statistics as needed. The Clinical Placement Coordinator/Instructor facilitates training of cooperating teachers and may serve as instructor of record in Elementary Education practicum or final internship courses as needed. The Clinical Placement Coordinator/Instructor is credentialed to teach practicum and internship courses in Elementary Education. This is a 12-month (243 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 for Elementary Education and Early Childhood Education.

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

Works with the Coordinator of Early Childhood Education to facilitate student placement in childcare centers; works to secure placement sites that meet students' needs and field experience expectations associated with the Early Childhood Education program and related coursework.

Supervises students as their instructor of record during final internship and practicum courses in Elementary Education as needed (3 credits per semester).

## CLINICAL PLACEMENT COORDINATOR/INSTRUCTOR-SCHOOL OF EDUCATION

Develops clinical placement training sessions and recruits cooperating teacher participants; prepares and processes contracts for cooperating 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.

Teaches field based/clinical courses within the School of Education, as needed, each semester.

Represents the School of Education at child care center, school and district functions. Also participates in monthly district partnership calls for the purposes of securing additional placements and building collaborative relationships with all partners.

Cultivates relationships within education settings, representative of a range of demographics, to develop placement sites that meet students' needs and the expectations for program approval as outlined by the Florida Department of Education.

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

Informs teacher candidates of placement requirements, state guidelines and necessary certification requirements.

Ensures students meet program requirements which include completing appropriate coursework and clinical field experiences; monitors student progress, performance and growth toward mastery of field experience-based teaching and clinical practices.

Manages application processes for foundations, practicum and internship phases of the program.

Monitors and documents cooperating teacher credentialing requirements; conducts cooperating teacher orientation sessions each semester.

Facilitates FSW-certified cooperating teacher training sessions with partner districts and maintains records of attendees' certification status.

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

Provides student field experience performance data from practicum and internship courses to faculty and leadership at mid-semester intervals and at monthly School of Education faculty and staff meetings.

Tracks and provides documentation relating to field experience placements, student performance, and School of Education graduates' job placements for state reporting purposes.

Works with School of Education leadership to ensure faculty teaching courses requiring field experience meet College course credentialing and state requirements (i.e., clinical educator training and annual demonstration of experience). Distributes and collects documentation to ensure compliance.

## CLINICAL PLACEMENT COORDINATOR/INSTRUCTOR-SCHOOL OF EDUCATION

Organizes and facilitates a career event (one per semester) for students in their final internship to establish on-site interviews with school districts and charter schools' personnel.

Communicates field experience highlights from the Elementary Education and Early Childhood Education programs in the School of Education biannual newsletter.

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 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.

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.

## CLINICAL PLACEMENT COORDINATOR/INSTRUCTOR-SCHOOL OF EDUCATION

- 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.
- 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; July 1, 2023; July 25, 2024; and August 15, 2024.