FIELD PLACEMENT COORDINATOR (FULL-TIME, 10 MONTHS)
SCHOOL OF EDUCATION (SOE)
TEACHER EDUCATION PROGRAMS
HIRING RANGE: $16.77 TO $17.76 PER HOUR

FUNCTION:
Reporting to the Associate Dean of Teacher Education and School Partnerships provides professional level support for field placements in the School of Education.

RESPONSIBILITIES
1. In consultation with the associate dean of teacher education and school partnerships, contact schools and maintain partnerships for field and clinical practicum placements.
2. Work with the teacher preparation program directors (ETC, MIT and TED) and designated faculty to secure course-related placements for students in the K-12 schools. Field and clinical practica placements include, but are not limited to: introductory and methods coursework, Jan & May Term courses, independent field studies, alternative level placements and student teaching.
3. Visit schools to arrange, confirm and oversee placements, as needed.
4. Review and ensure mentor teacher qualifications.
5. Prepare correspondence to students, administrators, and teachers regarding placement expectations, meetings, evaluations, and other pertinent information.
6. Maintain accurate records of all field placements; disseminate and track required documentation; and provide necessary placement data for Data Depot, internal and external reporting purposes.
7. Attend School of Education department, Field Placement Office and Teacher Preparation Program meetings and relevant Whitworth and school district trainings.
8. Collaborate with School of Education placement staff, with staff of other institutions in Spokane, and with school district personnel regarding placement protocol.
9. In consultation with the director of the School Counseling program and the Graduate Studies in Education advisor, arrange placements for school counseling interns.
10. Provide support and perform other duties as assigned by the Associate Dean.

QUALIFICATIONS:
- Bachelor’s degree, required
- Relevant work experience or equivalent combination of education and experience.
- Excellent oral and written communication skills.
- Ability to work independently on projects.
- Ability to be an effective representative of Whitworth University to the public schools.
- Exceptional interpersonal skills and customer service orientation.
- Demonstrated competence in working with technology, with a high level of proficiency in personal computer applications, particularly MS Office [Excel, Word, and Outlook].
- Public school teaching experience is desired but not required.
- A personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to, race, gender, physical limitations, class or religious perspectives.
An active commitment to equal employment opportunity for all persons.
A commitment to the educational mission of Whitworth as a Christian liberal arts university affiliated with the Presbyterian church.
Background check required.

APPLICATION PROCESS:
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.