#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Placement Coordinator

**Job Number:** A-158 | VIP: 1358

**Band:** OPSEU- 8

**NOC:** 1223

**Department:** School of Education & Professional Learning

**Supervisor Title:** Program Manager

**Last Reviewed:**  March 1, 2016

#### **Job Purpose:**

Responsible for establishing and verifying all field placements related to the Consecutive Bachelor of Education program, for students enrolled in the EDEM-4000Y course for the Teacher Education Stream program, and in the Bachelor of Education Indigenous program. Responsible for monitoring budgetary matters with respect to honorariums, release time for associate teachers, as well as travel and compensation for faculty advisors. Assists the Program Manager in the recruitment and professional development of associate teachers, and with all activities related to the Practicum component of the Bachelor of Education Program.

#### Key Activities:

* Initial contact for all queries related to practicums and placements for all Bachelor of Education candidates.
* Arrange all B.Ed. practicums and tutoring placements, involving complexities such as teaching subjects, teaching divisions, geographic location, and availability of associate teachers in each school term.
* Distributes, tracks and reviews all Vulnerable Sector Check and TB forms to B.Ed. candidates and B.A./B.Sc. Emphasis in Teacher Education students for various provincial police stations. Includes guiding international students through the international police check process, ensuring that statutory requirements are met. Identifies initial concerns regarding incoming completed VSC forms.
* Works with Practicum Manager to recruit Associate Teachers, Education Co-Ordinators, Reading Associates and Host Professionals.
* Develops and maintains database of all placements and practicums for all education programs: classroom practicum, supporting literacy placements, and alternative setting placements for all teacher candidates. Ensures accurate record keeping of placement requirements for graduation purposes for the B.Ed. program, and for B.Ed. teaching certification purposes for the Ontario College of Teachers.
* Ensures B.Ed. candidates fulfil statutory requirements re: practicums and placements as indicated under the Education Act, checking with provincial bodies as necessary.
* Places Teacher Education Stream EDEM-4000Y students following protocols established by partner school boards.
* Liaise with school principals, education co-ordinators and associate teachers to ensure practicum expectations and deadlines are followed.
* Provides support and communication regularly with faculty advisors. Disseminate practicum information and liaise between faculty advisors, associate teachers and teacher candidates to ensure that practicum and placement expectations are being followed. Provides a first-line of problem-solving response in the case of concerns regarding communication and concerns between these parties.
* Analyse Alternative Placement forms and reviewed to ensure expectations are followed by teacher candidates and forward placement requests as necessary.
* Provides confidential support to teacher candidates to navigate practicum related issues in a wide variety of different areas, including potential personal challenges, medical concerns, etc.
* Assists the Practicum Manager to develop, review and update policy and protocols regarding practicums and placements.
* Works closely with the Practicum Manager and faculty advisors to help resolve placement concerns. Initial contact for many such concerns; must utilize conflict resolution skills to work with teacher candidates, associate teachers, faculty advisors and education coordinators in order to prevent a concern or conflict from escalating.
* Advises teacher candidates on Alternative Placements that match their interests.
* Presents Alternative Placement overview to practicum classes and disseminate information about various opportunities.
* Tracks and manages requests for honorarium and release time associated with associate teacher and school teacher education co-ordinator activities associated with B.Ed. practicum, ensuring that monies are appropriately distributed and that payments to school boards are made in a timely fashion.
* Promotes positive and long-lasting working relationships with Associate Teachers, Education Co-ordinators and school boards.
* Participates and represents the Practicum Office with Open House and Orientation events, Read Day and other related events.
* Leads annual reviewing and updating of practicum-related materials, including the Practicum Handbook, Practicum Expectations document and other related procedural material, in consultation with the Practicum Manager.
* Prepares Work/Education Placement Agreement/Post-Secondary forms for teacher candidates and submits reports to Risk Management
* Develops mailings and information packages to teacher candidates, associate teachers, school teacher education co-ordinators, principals, board personnel and faculty advisors.
* Maintains regular correspondence with teacher candidates, associate teachers, school teacher education co-ordinators, principals, board personnel and faculty advisors.
* Works with the Education Liaison and Information Officer to ensure timely and accurate practicum information is available for publications, letters of admission, and the School of Education website. Processes and tracks mileage claims from faculty advisors.
* Prepares, distributes, receives and tracks assessment forms associated with B.Ed. practicums and placements, advising the Practicum Manager of candidates at risk. Attends annual provincial practicum conference to represent Trent.
* Maintains records associated with the Practicum Office, including those of meetings, correspondence, and hand-outs from events.
* Attends regular meetings associated with the B.Ed. practicum, and takes the minutes of the Practicum Advisory Team and the Teacher Education Advisory Committee (TEAC).
* Helps organize and oversee the annual Alternative Employment Fair for teacher candidates.
* Maintains student files both digitally and in hard copy for all students registered in the B. Ed. Program and provides them to teacher candidates.
* Other duties as required

#### Education Required:

An undergraduate degree (normally a B.A. or B.Sc.) and Bachelor of Education Degree.

#### Experience/Qualifications Required:

* Three years of directly-related experience in a Faculty/School of Education, and at least one additional year of classroom teaching experience (K – 12).

#### Supervision:

* No formal supervision of others is required.

**Job Evaluation Factors:**

**Analytical Reasoning**

Due to a number of changes in the needs of this position, the level of analytical reasoning required for this position has increased over time. For each placement being booked, the following factors must be taken into consideration: the previous grade levels the TC has already had on other placements, tracking and meeting program requirements, specific requests made by the school (i.e. for a TC who is strong in math, etc.), whether the TC has a distance accommodation requiring placement in Peterborough, or a public transportation access accommodation, other accommodations such as a need for a classroom with an audio system, the previous challenges that a given school has experienced (if a school has repeated challenging situations in back-to-back years, they will withdraw support for our program), the location of the school with respect to the home address of the Teacher Candidate (and accounting for the total distance of intercity travel that has already been logged by the Teacher Candidate so far in the program), and the number of Teacher Candidates in a given school (such that there is a greater likelihood that car-pooling can be worked out). All of the above have to be carefully considered and balanced for every placement that is booked. The Placement Officer books over 800 placements per year. One error (such as missing a notation that a given TC requires a placement where they can frequent bathroom trips due to a health accommodation) could result in having to rearrange one placement, and then a chain reaction of multiple changes can often result. The Placement Officer must therefore have all of these issues in mind at once.

**Decision Making**

As outlined in the tasks described above. One example of this would be a situation in which a school contacts the office during a practicum, to relay a situation whereby a developing conflict is taking place, in which the Teacher Candidate's practicum might be terminated. Although such situations would normally involve the Practicum Manager as well, if that individual is not available, and a situation is urgent, the actions of the Placement Officer could be essential in terms of determining whether the conflict will be resolved or not. Due to the fact that a terminated practicum is automatically viewed as a failure, and two failures will remove a Teacher Candidate from the B.Ed. program, it is critical that appropriate decision making under these circumstances be invoked. The specific circumstances of such communications are frequently scrutinized in subsequent appeals. The Placement Officer needs to be an individual whom we can rely upon to make sound decisions under pressure.