

POSITION DESCRIPTION

TITLE: Coordinator of K12 School Partnerships - (Exempt, 11-Month)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Coordinator of K12 School Partnerships is responsible for organizing and overseeing the year-long internships for students in the Masters of Arts (MAT) teacher certification program as well as the k12 field placements for all SMCM undergraduates. The individual in this position is also responsible for coordinating departmental activities in our professional development schools and participating in the life of the Educational Studies Department. The coordinator oversees the MAT admissions process and maintains the necessary documentation for certifying individuals for teaching credentials. This person works closely with k-12 teachers, school district personnel, supervisors, St. Mary's faculty and students. The abilities to work smoothly with others, attend to details, and understand and enact assessment systems are essential to fulfilling this position. This is an eleven month exempt position that reports to the Chair of Educational Studies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Monitors cohorts of MAT candidates, from before potential students apply through to certification of graduates:
 - Conducts advising meetings to provide information about applying for the next cohort,
 - Oversees the online admissions and scholarship application process,
 - Organizes the admissions screening of the applications for the MAT program and scholarships,
 - Monitors progress towards completion of the Maryland State Department of Education certification requirements,
 - Prepares documentation for MSDE certification of all MAT graduates.
- Manages all components of MAT summer practicums and internships:
 - Meets with principals and central office personnel to arrange school internship placements for the summer practicums, the anchor internship, and enrichment internship.
 - Arranges for supervisors who will observe the MAT candidates during their teaching internship.
 - Designs and conducts professional development sessions and other forms of support for internship mentors and for supervisors.

Position Description
Coordinator of K12 School Partnerships
Page 2

- Works with principals to appoint PDS liaisons
- Supports PDS liaisons at each school site, including planning and carrying out monthly meetings with liaisons and other school district personnel
- Oversees assessment of interns in their internships, including ensuring that their assessment is aligned with the MAT assessment framework and that the data is stored in the Educational Studies data warehouse (e.g. TK20)

- Arranges and manages field experiences and research for undergraduate education courses, St. Mary's Projects and independent studies:
 - Educates SMCM faculty on the necessity of working with the coordinator to arrange any k12 experiences for SMCM students (including research)
 - Ensures that all SMCM students doing field work or research in SMCPs have passed SMCPs background check procedures and received a volunteer number
 - Works with school district personnel and teachers in schools to set up field placement opportunities, and with SMCM students to assign them to those placements
 - Supervises student volunteers in those placements and deals with problems that come up in placements
 - Maintains and updates "Field Experience Handbook" and ensures all parties understand expectations and requirements for effective field placement outcomes to occur
 - Maintains placement database in keeping with Educational Studies minor assessment system and with MSDE certification and program approval requirements

- Carries out other work to support MAT internships, undergraduate field placements and program approval requirements

- Serves as college representative on school district committees as appropriate, particularly those related to our professional development collaborative

- Participates as needed in Maryland state program approval activities, with a particular responsibility to gather data from school district personnel, mentor teachers and supervisors, to address PDS standards, and to organize the PDS components of program approval visits.

- Explores outreach and grant opportunities that connect the department to the schools or other campus departments in service to school needs.

- Serves as advisor to the Student Education Association and provides leadership in support of the Parents' Night Out events, connections to programs at local public schools, and spring forum programs.

- Performs other duties and projects related to service learning opportunities, certification, and accreditation as assigned.

- Participates fully in the life of the Educational Studies Department (attending meetings, workshops, and retreats; helping to plan pre-professional workshop, etc.).

MINIMUM QUALIFICATIONS:

- Education: At least a master's degree, and, preferably, a doctorate in either education or other appropriate field.

Position Description
Coordinator of K12 School Partnerships
Page 3

- Experience: School-based teaching experience and, preferably, school-based administrative experience and knowledge of professional development schools, as well as knowledge of the local school system.
- Ability to organize and analyze data using appropriate tools.
- Ability to use technology to coordinate work with others.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.